

## SECTION 4 - SUPPLEMENTS

### **SUPPLEMENT 2 - General Processing**

#### **Enclosures and Attachments**

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## C1. LOGISTICS Program

### Enclosure 1 - Certification References & Descriptions

Many types of property require a certification with the turn-in. The following is a listing of various certifications associated with a turn in. References are provided for additional information regarding certification requirements.

|  |   |
|--|---|
| Title:   | <b>Metalworking Machine Certification</b>   |
| Description:   | For turn-in of metalworking machines, the generator will provide a certification statement that the metalworking machine has been tested for Polychlorinated Biphenyls (PCBs) and found to be contaminated with less than 50 parts per million and is not the result of dilution. A copy of the certified laboratory test results shall be attached to the certification statement. |
| Certification Statement:   |   |
| <p><i>I CERTIFY THAT THIS METALWORKING MACHINE HAS BEEN TESTED FOR POLYCHLORINATED BIPHENYLS (PCBs) AND FOUND TO BE CONTAMINATED WITH LESS THAN 50 PARTS PER MILLION (PPM) AND THIS CONCENTRATION LEVEL IS NOT THE RESULT OF DILUTION.</i></p> <p>Signature_____</p> |   |
| Reference:   | DOD 4160.21-M, C4<br>DRMS-I 4160.14, Section 3, Metalworking Machines   |
|  |   |
|  |   |

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|  |  |
|--|--|
| Title:   | <b>Subsistence Property, Certification of Unfit Semi-Perishable (Class 2)</b>  |
| Description:   | <p>Class 2: Semi-Perishable subsistence food found unfit for human consumption but of value for other purposes (such as manufacturing animal feed).</p> <p>A veterinary service/medical officer will, according to AR 40-657/NAVSUPINST 4355.4/AFR 161-32/MCO P10110.31 issue a certificate of unfitness for subsistence found to be unfit for human consumption or unfit for continued storage/issue. The Certificate of Unfitness will contain recommendations for the disposition of the unfit semi-perishable subsistence.</p> |
| Certification Statement:   |  |
| <p><i>THE SUBSISTENCE ITEMS LISTED ABOVE ARE UNFIT FOR HUMAN CONSUMPTION BUT MAY POSSESS SOME RESALE VALUE (AS ANIMAL FEED) OR (FOR MANUFACTURING PURPOSES). (Strike out inapplicable phrase) RECOMMEND DISPOSITION THROUGH DRMO CHANNELS.</i></p> <p>Signature: _____ Date: _____</p> |  |
| Reference:   | <p>DOD 4160.21-M, Chapter 4<br/>DRMS-I 4160.14, Section 3, <b>Subsistence Property, Certification of Unfit Semi-Perishable</b></p>   |

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|  |   |
|--|---|
| Title:   | <b>Subsistence Property Certification (Unfit Semi-Perishable)<br/>(Class 3)</b>   |
| Description:   | A veterinary service/medical officer will, according to AR 40-657/NAVSUPINST 4355.4/AFR 161-32/MCO P10110.31 issue a certificate of unfitness for subsistence found to be unfit for human consumption or unfit for continued storage/issue. The Certificate of Unfitness will contain recommendations for the disposition of the unfit semi-perishable subsistence. |
| Certification Statement:   |   |
| <p><i>THE SUBSISTENCE ITEMS LISTED ABOVE ARE UNFIT FOR CONTINUED STORAGE/ISSUE BUT ARE FIT FOR HUMAN CONSUMPTION IF CONSUMED BEFORE (DATE) _____. RECOMMEND DISPOSITION THROUGH DRMO CHANNELS.</i></p> <p>Signature: _____ Date: _____</p> |   |
| Reference:   | DOD 4160.21-M, C4<br>DRMS-I 4160.14, Section 3, <b>Subsistence Property, Certification of Unfit Semi-Perishable</b>   |

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|   |  |
|---|--|
| Title:  | <b>Flight Safety Critical Aircraft Parts (FSCAP) Mutilation Certification</b>  |
| Description:  | It is the responsibility of the military service generating activity to ensure all available historical records/documentation are included at the time reparable FSCAP are turned-in to DRMOs. FSCAP items lacking appropriate records/documentation or which are unusable will be mutilated. Normally, FSCAP items will be mutilated by the owning military service prior to turn-in to a DRMO. |
| Certification Statement:  |  |
| <p><i>I CERTIFY MUTILATION WAS ACCOMPLISHED FOR THE FSCAP PROPERTY LISTED HEREON IN ACCORDANCE WITH DOD 4160.21-M, CHAPTER 4; DRMS-I 4160.14, Section 3, FSCAP</i></p> <p>Signature: _____ Date: _____ (Certifier)</p> <p>Signature: _____ Date: _____ (Verifier)</p> |  |
| Reference:  | DOD 4160.21-M, C4<br>DRMS-I 4160.14, Section 3, Flight Safety Critical Aircraft Parts (FSCAP)  |

|  |  |
|--|--|
| Title:   | <b>Mutilation Required Property Certification (<i>Defective Property</i>)</b>  |
| Description:   | Various types of property require mutilation prior to turn-in. Mutilation is defined as the act of making material unfit for its originally intended purpose by cutting, tearing, scratching, crushing, breaking, etc. When mutilation is performed, it must be certified, verified and dated. |
| Certification Statement:   |  |
| <p><i>I CERTIFY MUTILATION WAS ACCOMPLISHED IN ACCORDANCE WITH DIRECTION IN DRMS-I 4160.14.</i></p> <p>Signature: _____ Date: _____ (Certifier)</p> <p>Signature: _____ Date: _____ (Verifier)</p> |  |
| Reference:   | DOD 4160.21-M, C4,<br>DRMS-I 4160.14, Section 2, Chapter 4 and<br>Section 3 (Various)  |

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|  |  |
|--|--|
| Title:   | <b>Classified Property Certification (<i>Declassification Certification</i>)</b>   |
| Description:   | All items that have been classified in the interest of national security regardless of use, purpose or end item application require demilitarization. Classified material will be declassified and demilitarized prior to transfer to the DRMO. Certification of declassification will be annotated on the turn-in document. |
| Certification Statement:   |  |
| <p><i>I CERTIFY THE ITEM(S) HEREON HAS BEEN DECLASSIFIED / SANITIZED AND CONTAIN NO SENSITIVE DATA/MARKINGS.</i></p> <p>Signature: _____ Date: _____</p> |  |
| Reference:   | DOD 4160.21-M-1, Chapter II<br>DRMS 4160.14, Section 2, Chapter 1  |

|  |   |
|--|---|
| Title:   | <b>Radioactive Property Certification</b>   |
| Description:   | Radioactive items or material are not to be turned into the DRMO unless the generator provides a statement, signed by their Radiation Protection Officer (RPO) certifying that the item/material is free of radioactive materials and radioactive components. |
| Certification Statement:   |   |
| <p><i>I CERTIFY THAT THE ITEMS//MATERIAL ARE FREE OF RADIOACTIVE MATERIAL(S) AND RADIOACTIVE COMPONENT(S).</i></p> <p>Signature: _____ Date: _____</p> |   |
| Reference:   | DLAI 4145.8/AFJI 23-504/MCO P4400.105D/DLSC-LD<br>DOD 4160.21-M-1, Chapter 4  |

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|   |  |
|---|--|
| Title:  | <b>Certification of Demilitarization</b>   |
| Description:  | <p>A certification as quoted below will be signed and dated by a technically qualified government representative, as designated by the responsible commander or agency chief, who actually witnessed the demilitarization of the material whether performed by government or contractor personnel. In cases where the witnessing of demilitarization would unnecessarily subject the witness to hazardous conditions or when the demilitarized material can be laid out to clearly display the residue from each item demilitarized; demilitarization may be certified through inspection of the residue. The certificate will be executed for all items demilitarized and will read as follows:</p> |
| <p align="center"><b>Certification Statement:</b></p> <p align="center"><i>I CERTIFY THAT THE ITEMS(S) LISTED HEREON HAS BEEN DEMILITARIZED IN ACCORDANCE WITH DOD 4160.21-M-1, DEFENSE DEMILITARIZATION MANUAL, APPENDIX <u>4</u>, CATEGORY _____, PARAGRAPH _____ AND/OR THE FOLLOWING APPLICABLE REGULATION."</i></p> <p align="center">_____</p> <p align="center">Signature: _____ Date: _____<br/>(Certifier)</p> <p align="center">Signature: _____ Date: _____<br/>(Verifier)</p> |  |
| Reference:  | <p align="center">DOD 4160.21-M-1, Chapter 2,<br/>DOD Bulletin 99-007<br/>DRMS-I 4160.14, Section 2, Chapter 4 and Section 3</p>   |

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|   |   |
|---|---|
| Title:  | <b>Inert Certification for All Other Property (AEDA, AEDA Residue, Explosives- Contaminated Property (ECP), Material Potentially Presenting and Explosive Hazard (MPPEH))</b>   |
| Description:  | The generating activity shall ensure that this property is properly inspected to determine the presence or absence of explosive hazards prior to referral to the DRMO or release from DOD control. The personnel certifying and verifying the inspection shall certify on the DD Form 1348-1A. The certification requires dual signatures (certifier, verifier) and printed full name, rank/rate, organization name and address, and phone number (commercial and DSN) of the personnel that certified and verified the inspection. |
| <p align="center"><b>Certification Statement:</b></p> <p><i>WE CERTIFY AND VERIFY THAT THE AEDA RESIDUE, RANGE RESIDUE AND/OR EXPLOSIVE CONTAMINATED PROPERTY LISTED HAS BEEN 100 PERCENT PROPERLY INSPECTED BY US AND TO THE BEST OF OUR KNOWLEDGE AND BELIEF, ARE INERT AND/OR FREE OF EXPLOSIVES OR OTHER DANGEROUS MATERIALS."</i></p> <p>Signed (certified): _____ Date _____</p> <p>Printed Signature: _____</p> <p>Title: _____</p> <p>Phone: _____</p> <p>Address: _____</p> <p>_____</p> <p>Signed (verifier): _____ Date _____</p> <p>Printed Signature: _____</p> <p>Title: _____</p> <p>Phone: _____</p> <p>Address: _____</p> <p>_____</p> |   |
| Reference:  | DOD 4160.21-M, Chapter 4<br>DEMIL Program Management Bulletin 99-005<br>DRMS-I 4160.14, Section 2, Chapter 4  |

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## C1. LOGISTICS Program

### Enclosure 2 - Noun Description Pulled Into BOSS through SHIP

- A. If a Hazardous Waste Profile Number is defined in SHIP, the first block contains:  
SHIPDTID: Waste Profile Number WPS: Property Shipping Name WPS: DOT  
Hazardous Class ID. WPS: Hazardous Waste Shipping Number WPS: Packing Group  
Or else - The first block contains the MSDS Number: SHIP DTID: MSDS Number
- B. If EPA Waste Codes are defined for that DTID from DAISY or SHIP: Includes a space delimited list of EPA Waste Codes from: DTID-EPA: EPA Hazardous Code Or else -  
Include a space delimited list of EPA Waste Codes from SHIP: Waste Profile Sheet  
EPA: EPA Hazardous Waste Number
- C. Include a space delimited list of State Waste Code from DAISY or SHIP: SHIPSWST:  
State Waste Code
- D. Include from DAISY: SHIPDTID: Hazardous Description 1 SHIPDTID: Hazardous  
Description 2 SHIPDTID: Hazardous Description 3 SHIPDTID: Hazardous Description 4
- E. Include the DAISY Hazardous Container Description Field from DAISY: SHIPDTID:  
Hazardous Container Description
- F. Create and include a space delimited list of DRUM number from (one from DAISY):  
SHIP\_DRM: Drum Number Create and include the accumulation start date (ASD) from  
DAISY
- G. Create and include a comma delimited list of Generator EPA ID numbers, building  
numbers, storage site code and storage location codes (one from DAISY): WPS:  
Generator EPA ID Number SHIPDTID: Building Number SHIPDSLC: Site Location  
Code SHIPDSLC: Storage Location Code
- H. Create and include a list of material composition data from the SHIP waste profile  
sheet: WPS: Material Composition WPS: Concentration WPS: Range

**EXAMPLE:** N002210001, Waste Paint Related Material, 3, UN1263, II, F005, D001,  
D008, WT02, paint waste liquid (60% MEK 40% Acetone), 1 x 55 gl drum, 99345,  
5/15/99, WA1234567890, L12, Z#, H010102B0, Methyl Ethyl Ketone 60% 5%, Acetone  
40% 10% Water 5% 5%.

**NOTE:** International DRMOs should add currency conversion as the last item in the contents  
description on the "Hazardous Waste" information entered in DAISY.

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## C1. LOGISTICS Program

### Enclosure 3 - Abbreviations for LSNs

Use the following abbreviations to construct an LSN to identify usable property turned in without an NSN. Descriptive abbreviations not appearing on the list may also be used to describe property.

#### Abbreviations for LSNs

| CODE          | EXPLANATION   | CODE           | EXPLANATION          | CODE         | EXPLANATION  | CODE          | EXPLANATION          |
|---------------|---------------|----------------|----------------------|--------------|--------------|---------------|----------------------|
| <b>aircon</b> | air condition | <b>dsk</b>     | desk                 | <b>M</b>     | Marines      | <b>skt</b>    | skirt                |
| <b>F</b>      | Air Force     | <b>dumptrk</b> | dumptruck            | <b>MD</b>    | medium       | <b>S</b>      | small                |
| <b>amb</b>    | ambulance     | <b>elec</b>    | electric, electrical | <b>met</b>   | metal        | <b>stl</b>    | steel                |
| <b>armd</b>   | armored       | <b>elect</b>   | electronic           | <b>mwv</b>   | microwave    | <b>swbd</b>   | switchboard          |
| <b>A</b>      | Army          | <b>exc</b>     | executive            | <b>ml</b>    | military     | <b>T</b>      | ton                  |
| <b>AG</b>     | Army Green    | <b>XL</b>      | extra large          | <b>mtr</b>   | motor        | <b>tbl</b>    | table                |
| <b>arty</b>   | artillery     | <b>XS</b>      | extra small          | <b>mtrcl</b> | motorcycle   | <b>tel</b>    | telephone            |
| <b>aslt</b>   | assault       | <b>fld</b>     | field                | <b>mux</b>   | multiplex    | <b>TV</b>     | television           |
| <b>auto</b>   | automatic     | <b>flng</b>    | filing               | <b>N</b>     | Navy         | <b>trm</b>    | terminal             |
| <b>autmv</b>  | automotive    | <b>flm</b>     | film                 | <b>ofc</b>   | office       | <b>torp</b>   | torpedo              |
| <b>avn</b>    | aviation      | <b>fit</b>     | filter               | <b>OD</b>    | olive drab   | <b>trkd</b>   | tracked              |
| <b>bkry</b>   | bakery        | <b>frmn</b>    | fireman              | <b>opt</b>   | optical      | <b>trac</b>   | tractor              |
| <b>baro</b>   | barometer     | <b>flt</b>     | float                | <b>orth</b>  | orthopedic   | <b>tlr</b>    | trailer              |
| <b>btry</b>   | battery       | <b>fltbrg</b>  | floatbridge          | <b>osc</b>   | oscillator   | <b>trs</b>    | trousers             |
| <b>bd</b>     | board         | <b>flg</b>     | flying               | <b>pnl</b>   | panel        | <b>trk</b>    | truck                |
| <b>bt</b>     | boat          | <b>FWD</b>     | front wheel drive    | <b>pax</b>   | passenger    | <b>turb</b>   | turbine              |
| <b>brg</b>    | bridge        | <b>gl</b>      | gallon               | <b>foto</b>  | photographic | <b>typ</b>    | typist               |
| <b>cbt</b>    | cabinet       | <b>glv</b>     | galvanized           | <b>pl</b>    | plastic      | <b>UHF</b>    | ultra high frequency |
| <b>cbl</b>    | cable         | <b>hvy</b>     | heavy                | <b>port</b>  | portable     | <b>usea</b>   | undersea             |
| <b>calbr</b>  | calibrator    | <b>hdy</b>     | heavy duty           | <b>M</b>     | Marines      | <b>un</b>     | uniform              |
| <b>cal</b>    | calibre       | <b>hv</b>      | high voltage         | <b>rdr</b>   | radar        | <b>uphstr</b> | upholstered          |
| <b>cam</b>    | camouflage    | <b>hyd</b>     | hydraulic            | <b>rdo</b>   | radio        | <b>util</b>   | utility              |
| <b>cgo</b>    | cargo         | <b>jkt</b>     | jacket               | <b>rcvr</b>  | receiver     | <b>veh</b>    | vehicle              |
| <b>chr</b>    | chair         | <b>L</b>       | large                | <b>rfrg</b>  | refrigerator | <b>VHF</b>    | very high frequency  |
| <b>ckt</b>    | circuit       | <b>ldry</b>    | laundry              | <b>secy</b>  | secretary,   | <b>wpn</b>    | weapon               |
| <b>cv</b>     | civilian      | <b>lthr</b>    | leather              |              | secretarial  | <b>whl</b>    | wheeled              |
| <b>ct</b>     | coat          | <b>lt</b>      | light                | <b>sdn</b>   | sedan        | <b>wkr</b>    | wrecker              |
| <b>clr</b>    | clr           | <b>liq</b>     | liquid               | <b>stlr</b>  | semi trailer | <b>qtrT</b>   | quarter ton          |
| <b>cyl</b>    | cylinder      | <b>lkr</b>     | locker               | <b>shlv</b>  | shelving     | <b>HLFT</b>   | half ton             |
| <b>dntl</b>   | dental        | <b>mach</b>    | machine              | <b>sht</b>   | shirt        | <b>4WD</b>    | 4 wheel drive        |
|               |               |                |                      |              |              | <b>4X4</b>    | 4 by 4               |

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## C1. LOGISTICS Program

### Enclosure 4 - DRMO GenComm Login Request Form

|   |                        |                     |
|---|------------------------|---------------------|
| 1a. Name of department/agency/organization:   |                        |                     |
| 1b. Requesting user name:   |                        |                     |
| 1c. Last 6 digits of user's SSN:  | 1d. Work phone number: | 1e. E-mail address: |
| 1f. Fax number (if available):  |                        |                     |
| 2. Identify system resources/application being requested:<br><b>DRMO DAISY HP GenComm access to DRMO</b>  |                        |                     |
| 3. Previously assigned DLA logon identifiers, if any. (this will be "none" for most non-DLA Generating activities):   |                        |                     |
| 4. Statement justifying why the access is needed.<br><b>Access is needed to commence electronic turn-in of 1348-1A and hazardous waste profile sheet information.</b> |                        |                     |
| 5. Any level of clearances for classified Federal Government information that user might have.<br><b>GenComm information is unclassified</b>                          |                        |                     |
| 6a. User Signature:   | Date:                  | Phone:              |
| 6b. User's Supervisor Signature (or other authority):   | Date:                  | Phone:              |

7. Submit the request to ISSO at the following mailing address:

Defense Reutilization and Marketing Service, HDI Federal Center, ATTENTION: DES-WRH - Security, 74  
Washington Avenue North, Battle Creek, MI 49017-3092  
E-mail: s9d3100@drms.dla.mil FAX: 269-961-4115

**NOTE:** Once the login is received, DOD Generators are responsible for:

1. Review user access requests and assure the requests are relevant to meeting assigned duties.
2. Periodically review established user accesses to assure accesses are still needed.
3. Retain current user access request records, and any other records addressing user change/delete actions.

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## C1. LOGISTICS Program

### Enclosure 5 - Operating Instruction: Receiving Hazardous Waste Attachment 1 - Standard Operating Procedures

| Responsibility                   | Step | Action  |
|----------------------------------|------|---|
| Environmentally Trained Employee | 1    | <p>Ensure the following are included on the DTID:</p> <ul style="list-style-type: none"> <li>• DODAAC</li> <li>• “HW” appears in Block 4.</li> <li>• NSN and noun name or FSC and chemical name of hazardous components.</li> <li>• Weight in pounds (lbs.). If DRMO weight is different, annotate the actual weight, not the estimated weight, in Block 20 of the DTID.</li> <li>• Hazardous Identification Number (HIN)</li> <li>• Supply Condition Code</li> <li>• Funding Data (see Section 2, Chapter 8)</li> </ul>  |
|                                  | 2    | <p>Ensure that a DRMS Form 1930, HW Profile Sheet, is included in each initial waste stream or a profile number is annotated in Block 27, “Remarks” section of the DTID. See Chapter II, paragraph B3a(4).</p> <p><b>NOTE:</b> If the DRMO takes physical custody, test results from chemical analysis must accompany the HW profile sheet, unless other documentation accompanies the profile sheet to support its completion based on user’s knowledge. If the DRMO takes accountability only chemical analysis and supporting documentation is <b><u>NOT</u></b> required. When it is determined that the generating activities HW profile sheet is incorrect, the chemical analysis will be needed.</p> |
|                                  | 3    | <p>Ensure that the containers are non-leaking, safe to handle and able to withstand normal handling. Containers must be UN specification or military equivalent, if received from off-site.</p>   |
|                                  | 4    | <p>Ensure that the hazardous waste is properly marked, labeled and packaged, if received physically from off-site. Both on and off-site HW must have a HW marking.</p>  |
|                                  | 5    | <p>Ensure that a hazardous waste ManiFest is used when receiving hazardous waste from off-site. As a minimum, the ManiFest must contain:</p> <ul style="list-style-type: none"> <li>• Proper Shipping Name.</li> <li>• Hazard Class.</li> <li>• Packaging Group.</li> <li>• Identification Number.</li> <li>• Total quantity by weight or volume, including the unit of measure.</li> <li>• Type and number of containers.</li> <li>• Shipper’s Certification</li> </ul>  |

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|  |   |  |
|--|---|--|
|  |   | <ul style="list-style-type: none"> <li>Emergency Response phone number and Emergency Response information (see Chapter VI, paragraph E5g(3))</li> </ul>  |
|  | 6 | <p>Distribute copies of the ManiFest as follows:</p> <ul style="list-style-type: none"> <li>Give one copy to the Transporter immediately.</li> <li>Send one copy to the HW generator within 30 days of delivery.</li> <li>Distribute other copies per state/local requirements.</li> <li>Retain one copy.</li> </ul>   |
|  | 7 | <p>If applicable, ensure that a Land Disposal Restriction Notification accompanies the hazardous waste ManiFest (see Section 4, Supplement 2, Environmental Program, Enclosure 1, for detailed LDR information.)</p> <p><b>NOTE:</b> A DRMS Form 1851 or alternate may be used.</p>  |
|  | 8 | <p>Ensure that other special turn-in requirements (i.e., certification requirements) for hazardous wastes are accomplished according to DOD 4160.21-M, Chapters 4 &amp; 10 and Section 3.</p>  |
|  | 9 | <p><i>Receipt in Place:</i></p> <ul style="list-style-type: none"> <li>Sign the DTID if identification, HW marking, certification, and funding have been met.</li> <li>Attach a copy of the DTID to the property.</li> <li>Identify containers that have been approved for acceptance by marking containers with a red dot, or other means.</li> </ul> <p><i>Physical Custody:</i></p> <ul style="list-style-type: none"> <li>Sign the DTID if identification, certification, funding, packaging, labeling, marking, manifesting and transportation requirements have been met.</li> <li>Attach a copy of the DTID to the property.</li> <li>Identify containers that have been approved for acceptance by marking containers with a red dot, or other means.</li> <li>Notify responsible receiving personnel of pending delivery.</li> </ul> <p><b>NOTE:</b> Acceptance of physical custody of hazardous waste depends upon a conforming storage determination by the DRMO host, the availability of proper equipment and trained personnel to accept turn-ins. RCRA Part B permitted storage facilities will accept physical custody of only those hazardous wastes that are listed in the permit (interim or final). The generator shall retain physical custody until the permit is amended to include any non listed waste.</p> |

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## C1. LOGISTICS Program

### Enclosure 5 - Operating Instruction: Receiving Hazardous Waste Attachment 2 - Checklist for Receiving Hazardous Waste

This list may be used as a guide to assist in receiving.

GENERATOR: \_\_\_\_\_ POC: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ DRMO POC: \_\_\_\_\_

#### A. WASTE

|                                     | N/A   | YES   | NO    |
|-------------------------------------|-------|-------|-------|
| 1. Compatibility of Pallet          | _____ | _____ | _____ |
| 2. Drums Banded Securely            | _____ | _____ | _____ |
| 3. Non-Leaking Containers           | _____ | _____ | _____ |
| 4. Proper Shipping Containers       | _____ | _____ | _____ |
| 5. Proper Labeling and Marking      | _____ | _____ | _____ |
| 6. Identification Number            | _____ | _____ | _____ |
| 7. Noun Name                        | _____ | _____ | _____ |
| 8. DTID Attached to Property        | _____ | _____ | _____ |
| 9. ManiFest Filled Out Correctly    | _____ | _____ | _____ |
| 10. LSN/NSN                         | _____ | _____ | _____ |
| 11. Percent of Contaminants         | _____ | _____ | _____ |
| 12. Quantity                        | _____ | _____ | _____ |
| 13. HW Marking Filled Out Correctly | _____ | _____ | _____ |
| 14. OSHA Carcinogen                 | _____ | _____ | _____ |

#### B. DTID

|   | N/A   | YES   | NO    |
|---|-------|-------|-------|
| 1. NSN, Qty, Unit of Issue,<br>Document Number    | _____ | _____ | _____ |
| 2. Nomenclature                                   | _____ | _____ | _____ |
| 3. Shipped From                                   | _____ | _____ | _____ |
| 4. Shipped To                                     | _____ | _____ | _____ |
| 5. Phone Number of POC                            | _____ | _____ | _____ |
| 6. Number & Size of Containers                    | _____ | _____ | _____ |
| 7. Activity EPA ID Number on ManiFest             | _____ | _____ | _____ |
| 8. Hazardous Waste Profile<br>Attached or on File | _____ | _____ | _____ |
| 9. Marked as Hazardous Waste                      | _____ | _____ | _____ |
| 10. Certification Statement                       | _____ | _____ | _____ |
| 11. Funding Data                                  | _____ | _____ | _____ |

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## C1. LOGISTICS Program

### Enclosure 5 - Operating Instruction: Receiving Hazardous Waste Attachment 3 - Standard Operating Procedure for Unused/Unopened HM and Used/Opened HM Not Meeting Definition of HW When Discarded

| Responsibility:                         | Step: | Action:   |
|---|-------|---|
|   |       | This instruction applies to <u>Unused/Unopened</u> hazardous materials and <u>Used/Opened</u> Hazardous Materials that do <b>NOT</b> meet the definition of a hazardous waste when discarded.   |
| <b>Environmentally Trained Employee</b> | 1     | <p>1. Ensure the following are included on the DTID:</p> <ul style="list-style-type: none"> <li>• DODAAC</li> <li>• "HM" appears in Block 4.</li> <li>• NSN and noun name or FSC and chemical name of hazardous components</li> <li>• Material Safety Data Sheet (MSDS) or MSDS serial number, annotated in the "Remarks" section, as listed in the Hazardous Material Information System (HMIS).</li> <li>• Supply Condition Code.</li> </ul> <p><b>If <u>Opened/Used</u>:</b></p> <ul style="list-style-type: none"> <li>• Chemical name of contaminants or noun name of non-hazardous contaminants.</li> <li>• Amount of hazardous and non-hazardous contaminants based on user knowledge or testing.</li> </ul> |
|   | 2.    | Ensure that the containers are non-leaking, safe to handle and able to withstand normal handling. Containers must be UN Specification or military equivalent, if received from off-site.  |
|   | 3     | Ensure that the hazardous material is properly marked, labeled and packaged, if received from off-site. Also that it contains appropriate OSHA compliant chemical labels (see Chapter II, paragraph B, for specific guidance.)  |
|   | 4     | <p><b>Receipt in Place:</b></p> <ul style="list-style-type: none"> <li>• Sign the DTID, if identification, HM labeling/marketing, certification, and funding have</li> </ul>  |

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|  |   |  |
|--|---|--|
|  | 5 | <p>been met.</p> <ul style="list-style-type: none"> <li>• Attach a copy of the DTID to the property.</li> <li>• Identify containers that have been approved for acceptance by marking containers with a red dot, or other means.</li> </ul> <p><b>Physical Custody:</b></p> <ul style="list-style-type: none"> <li>• Sign DTID if identification, certification, packaging, labeling, marking, and transportation requirements have been met.</li> <li>• Attach a copy of the DTID to the property.</li> <li>• Identify containers that have been approved for acceptance by marking containers with a red dot, or other means.</li> <li>• Notify responsible receiving personnel of pending delivery.</li> </ul> <p><b>NOTE:</b> Acceptance of physical custody of hazardous material depends upon storage availability, proper equipment and trained personnel to accept turn-ins.</p> |
|--|---|--|

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## C1. LOGISTICS Program

### Enclosure 5 - Operating Instruction: Receiving Hazardous Waste Attachment 4 - Checklist for Receiving Hazardous Material -Unused/Unopened & Used/Open

This list may be used as a guide to assist in receiving.

GENERATOR:\_\_\_\_\_ POC:\_\_\_\_\_

TELEPHONE:\_\_\_\_\_ DRMO POC:\_\_\_\_\_

#### A. WASTE

|                                     | N/A   | YES   | NO    |
|-------------------------------------|-------|-------|-------|
| 1. Non-Leaking Containers           | _____ | _____ | _____ |
| 2. Percentage of Rust on Containers | _____ | _____ | _____ |
| 3. Proper Shipping Containers       | _____ | _____ | _____ |
| 4. Proper Labeling and Marking      | _____ | _____ | _____ |
| 5. DOT Identification Number        | _____ | _____ | _____ |
| 6. Noun Name                        | _____ | _____ | _____ |
| 7. DTID Attached to Property        | _____ | _____ | _____ |
| 8. MSDS or HMIS Reference Number    | _____ | _____ | _____ |
| 9. OSHA Hazard Safety Labeling      | _____ | _____ | _____ |
| 10. Drums Banded Securely           | _____ | _____ | _____ |
| 11. OSHA Carcinogen                 | _____ | _____ | _____ |

#### B. DTID

|  | N/A   | YES   | NO    |
|--|-------|-------|-------|
| 1. NSN, Qty, Unit of Issue,<br>Document Number | _____ | _____ | _____ |
| 2. Nomenclature                                | _____ | _____ | _____ |
| 3. Shipped From                                | _____ | _____ | _____ |
| 4. Shipped To                                  | _____ | _____ | _____ |
| 5. Phone Number of POC                         | _____ | _____ | _____ |
| 6. Number & Size of Containers                 | _____ | _____ | _____ |
| 7. Marked as Hazardous Material                | _____ | _____ | _____ |
| 8. Certification Statement                     | _____ | _____ | _____ |
| 9. Funding Data                                | _____ | _____ | _____ |

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## C2. PROPERTY ACCOUNTING

### Enclosure 1 - Criteria, Documentation, and Approval Levels for Adjustments and Corrections to Accountable Records

**A.** This attachment specifies the documentation and approval levels required for adjustments and corrections to the DRMO inventory. While the distinction between an adjustment and a correction is important, preserve the supporting documentation for such actions and attach the document used for approval and data entry. These might include memorandums for record, witness statements, a copy of a weight ticket showing an error in computation, a copy of the DTID showing a difference in quantity, etc. An auditable trail must be maintained for each adjustment and correction regardless of documentation or approval level required.

**B.** Corrections to the inventory are made for the following types of discrepancies:

1. Paperwork/bookkeeping errors such as mistakes in data entry. Examples are: Wrong NSN, DTID, DEMIL Code, quantity, and unit price.
2. Temporarily misplaced (wrong location) material. There is no approval required for correction if input to the accountable record is unnecessary. Often the remedy will be to simply move the property into the proper location.
3. Quantity gains.

**C.** Adjustments (including downgrades) are processed for discrepancies in which:

1. A cause is not readily apparent.
2. There is a quantity shortage.
3. Property is damaged or deteriorated resulting in a change to a lower condition code.

**NOTE:** Whether or not negligence, fraud, theft, deliberate unauthorized use, or willful misconduct is suspected is not a factor in determining whether an adjustment is needed. It is a factor in determining approval level, form required for the adjustment and appropriate action if liability is established.

**D.** DAISY outputs placards for downgrades, abandonment or destruction and DEMIL. These placards contain the required fields for data entry and may be used for documentation when all the required signature blocks are completed by the authorized personnel. These placards are the source documents and must be document-imaged in WEBDOCs.

**E.** For the purpose of adjusting and correcting the accountable record, "Controlled Sensitive Property" includes precious metal SCLs, MLI/CCLI, critical FSG/Cs, hazardous property, drug abuse items, stock numbered precious metals, small arms/parts, and items located in a security cage.

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**F.** Approval levels are written to conform with the DoD FMR (7000.14), Vol. 12, Chap. 7, DLAR 7500.1, and DLAM 4140.2, Vol. I. Dollar limitation approvals are based on the usable total acquisition cost of the lost or damaged items within a DTID to be adjusted, or the fair market value of the scrap to be adjusted. There are four approval levels for all adjustments:

- |   |                  |
|---|------------------|
| 1. DRMO Chief or designee*                            | Approval Level 1 |
| 2. FST Chief or designee* (Area Manager or designee*) | Approval Level 2 |
| 3. DRMS-O Director or designee*                       | Approval Level 3 |
| 4. The DRMS Commander or designee*                    | Approval Level 4 |

**NOTE:** All Designee's per the DLAR 7500.1 must be in writing in the form of a letter of delegation authority. The APO/RPO cannot be a designee.

The letter of delegation must specify what limitations, if any, that applies to each designee. All letters of delegation must be submitted to DRMS-OP through the FST.

The following three tables the exact data stratified by 1) Type of Property; 2) Form Required; and 2) Approval Levels,

| Type of Property                  | Type of Adjustments/Losses or Corrections  | Forms Required | Approval Level |
|-----------------------------------|--|----------------|----------------|
| Usable (non-controlled sensitive) | All Data corrections non Quantity  | DRMS 1983      | 1              |
| Usable (non-controlled sensitive) | All Quantity Gains   | DRMS 39-3      | 1              |
| Usable (non-controlled sensitive) | All Acq value of =< \$50K  | DRMS 39-3      | 1              |
| Usable (non-controlled sensitive) | All Acq value of >25K & <50K   | DD 200         | 2              |
| Usable (non-controlled sensitive) | All => 50K and <200K   | DD 200         | 3              |
| Usable (non-controlled sensitive) | All Acq value of<br>=> 200K  | DD 200         | 4              |
| Usable (non-controlled sensitive) | Evidence of fraud, suspected theft, negligence, deliberate unauthorized use or willful misconduct regardless of the Acq. Value | DD 200         | 4              |
| Controlled Sensitive Property     | All Data corrections non Quantity  | DRMS 1983      | 1              |
| Controlled Sensitive Property     | All Quantity Gains   | DRMS 39-3      | 1              |
| Controlled Sensitive Property     | All Acq Value of < 5,000   | DD 200         | 2              |
| Controlled Sensitive Property     | All Acq Value of =>5,000 and < 200K  | DD 200         | 3              |
| Controlled Sensitive Property     | All Acq Value of => 200K   | DD 200         | 4              |
| Controlled Sensitive Property     | Evidence of fraud, suspected theft, negligence, deliberate unauthorized use or willful misconduct regardless of the Acq. Value | DD 200         | 4              |
| Scrap (including Precious Metals) | Scrap Breakdown and SCL Consolidation  | DRMS 1978      | N/A            |
| Scrap (Including Precious Metals) | All Data corrections non Quantity  | DRMS 1983      | 1              |
| Scrap (including Precious Metals) | All Quantity Gains   | DRMS 39-3      | 1              |
| Scrap (including Precious Metals) | All Reclassifications  | DRMS 39-3      | 1              |

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|                                   |   |  |   |
|-----------------------------------|---|--|---|
| Scrap (excluding Precious Metals) | Adjustment does not exceed Scrap Fair Market Value (FMV) of = <50K  | DRMS 39-3                              | 1 |
| Scrap (excluding Precious Metals) | Adjustment does not exceed Scrap FMV of >50K & <200K  | DD 200                                 | 2 |
| Scrap (excluding Precious Metals) | All FMV of =>200K   | DD 200                                 | 3 |
| Scrap (including Precious Metals) | Evidence of fraud, suspected theft, negligence, deliberate unauthorized use or willful misconduct regardless of FMV | DD 200                                 | 4 |
| Precious Metals only              | All Losses that affect less than 25% of P-Coded or 10% of V-Coded SCL items, of the recorded on-hand amounts.       | DD 200                                 | 2 |
| Precious Metals                   | All Losses that affect greater than 25% of P-Coded or 10% of V-Coded SCL items, of the recorded on-hand amounts.    | DD 200                                 | 3 |
| Precious Metals                   | Evidence of fraud, suspected theft, negligence, deliberate unauthorized use or willful misconduct regardless of FMV | DD 200                                 | 4 |
| Downgrades to Scrap*              | All Downgrades to scrap =<100K & SCC is either F, G or H or the DCC is X*   | DD 1348-1A/2, Sale Placard or DRMS 222 | 1 |
| Downgrades to Scrap               | All Downgrades to scrap =<250K *  | DD 1348-1A/2, Sale Placard or DRMS 222 | 2 |
| Downgrades to Scrap               | All downgrade to scrap > 250K*  | DD 1348-1A/2, Sale Placard or DRMS 222 | 3 |
| Abandonment or Destruction        | Where the Acq (usable) value or Scrap FMV is <100K  | DD 1348-1A/2, A&D Placard              | 1 |
| Abandonment or Destruction        | Where the Acq (usable) value or scrap FMV >= 100K and < 250K  | DD 1348-1A/2, A&D Placard              | 2 |
| Abandonment or Destruction        | Where the Acq (usable value or scrap FMV => 250K  | DD 1348-1A/2 A&D Placard               | 3 |
| Upgrades Usable from Scrap        | All Property  | DD 1348-1/1A                           | 1 |
| Return to Generator               | Any Value   | DRMS 917                               | 1 |

\* **NOTE:** If Downgrading to scrap all demilitarization shall be preformed before downgrade action is taken.

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| Forms Required                         | Type of Property                  | Type of Adjustments/Losses or Corrections  | Approval Level |
|--|-----------------------------------|--|----------------|
| DD 1348-1/1A                           | Upgrades Usable from Scrap        | All Property   | 1              |
| DD 1348-1A/2 A&D Placard               | Abandonment or Destruction        | Where the Acq (usable value or scrap FMV => 250K   | 3              |
| DD 1348-1A/2, A&D Placard              | Abandonment or Destruction        | Where the Acq (usable) value or Scrap FMV is <100K   | 1              |
| DD 1348-1A/2, A&D Placard              | Abandonment or Destruction        | Where the Acq (usable) value or scrap FMV >= 100K and < 250K   | 2              |
| DD 1348-1A/2, Sale Placard or DRMS 222 | Downgrades to Scrap*              | All Downgrades to scrap =<100K & SCC is either F, G or H or the DCC is X   | 1              |
| DD 1348-1A/2, Sale Placard or DRMS 222 | Downgrades to Scrap               | All Downgrades to scrap =<250K   | 2              |
| DD 1348-1A/2, Sale Placard or DRMS 222 | Downgrades to Scrap               | All downgrade to scrap > 250K  | 3              |
| DD 200                                 | Usable (non-controlled sensitive) | All Acq value of >25K & <100K  | 2              |
| DD 200                                 | Usable (non-controlled sensitive) | All => 100K and <200K  | 3              |
| DD 200                                 | Usable (non-controlled sensitive) | All Acq value of => 200K   | 4              |
| DD 200                                 | Usable (non-controlled sensitive) | Evidence of fraud, suspected theft, negligence, deliberate unauthorized use or willful misconduct regardless of the Acq. Value** | 4              |
| DD 200                                 | Controlled Sensitive Property     | All Acq Value of < 5,000   | 2              |
| DD 200                                 | Controlled Sensitive Property     | All Acq Value of =>5,000 and < 100K  | 3              |
| DD 200                                 | Controlled Sensitive Property     | All Acq Value of => 100K   | 4              |
| DD 200                                 | Controlled Sensitive Property     | Evidence of fraud, suspected theft, negligence, deliberate unauthorized use or willful misconduct regardless of the Acq. Value** | 4              |
| DD 200                                 | Scrap (excluding Precious Metals) | Adjustment does not exceed Scrap FMV of >25K & <100K   | 2              |
| DD 200                                 | Scrap (excluding Precious Metals) | All FMV of =>100K  | 3              |
| DD 200                                 | Scrap (excluding Precious Metals) | Evidence of fraud, suspected theft, negligence, deliberate unauthorized use or willful misconduct regardless of FMV**            | 4              |
| DD 200                                 | Precious Metals only              | All Losses that affect less than 20% of the recorded on-hand qty or P- or V-coded SCLs   | 2              |
| DD 200                                 | Precious Metals                   | All Losses that affect greater than 20% of the recorded on-hand qty or P- or V-coded SCLs  | 3              |

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|           |                                   |   |     |
|-----------|-----------------------------------|---|-----|
| DD 200    | Precious Metals                   | Evidence of fraud, suspected theft, negligence, deliberate unauthorized use or willful misconduct regardless of FMV** | 4   |
| DRMS 1978 | Scrap (including Precious Metals) | Scrap Breakdown and SCL Consolidation   | N/A |
| DRMS 1983 | Usable (non-controlled sensitive) | All Data corrections non Quantity   | 1   |
| DRMS 1983 | Scrap (Including Precious Metals) | All Data corrections non Quantity   | 1   |
| DRMS 39-3 | Usable (non-controlled sensitive) | All Quantity Gains  | 1   |
| DRMS 39-3 | Usable (non-controlled sensitive) | All Acq value of =< \$25K   | 1   |
| DRMS 39-3 | Controlled Sensitive Property     | All Quantity Gains  | 1   |
| DRMS 39-3 | Scrap (including Precious Metals) | All Quantity Gains  | 1   |
| DRMS 39-3 | Scrap (including Precious Metals) | All Reclassifications   | 1   |
| DRMS 39-3 | Scrap (excluding Precious Metals) | Adjustment does not exceed Scrap Fair Market Value (FMV) of = <25K  | 1   |
| DRMS 917  | Return to Generator               | Any Value   | 1   |
| DRMS 1983 | Controlled Sensitive Property     | All Data corrections non Quantity   | 1   |

\* **NOTE:** If Downgrading to scrap all demilitarization shall be preformed before downgrade action is taken.

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| Approval Level | Forms Required                         | Type of Property                  | Type of Adjustments/Losses or Corrections  |
|----------------|--|-----------------------------------|--|
| 1              | DD 1348-1A/2, A&D Placard              | Abandonment or Destruction        | Where the Acq (usable) value or Scrap FMV is <100K                                     |
| 1              | DRMS 39-3                              | Controlled Sensitive Property     | All Quantity Gains   |
| 1              | DRMS I983                              | Controlled Sensitive Property     | All Data corrections non Quantity  |
| 1              | DD 1348-1A/2, Sale Placard or DRMS 222 | Downgrades to Scrap*              | All Downgrades to scrap =<100K & SCC is either F, G or H or the DCC is X               |
| 1              | DRMS 917                               | Return to Generator               | Any Value  |
| 1              | DRMS 39-3                              | Scrap (excluding Precious Metals) | Adjustment does not exceed Scrap Fair Market Value (FMV) of = <25K                     |
| 1              | DRMS 1983                              | Scrap (Including Precious Metals) | All Data corrections non Quantity  |
| 1              | DRMS 39-3                              | Scrap (including Precious Metals) | All Quantity Gains   |
| 1              | DRMS 39-3                              | Scrap (including Precious Metals) | All Reclassifications  |
| 1              | DD 1348-1/1A                           | Upgrades Usable from Scrap        | All Property   |
| 1              | DRMS 1983                              | Usable (non-controlled sensitive) | All Data corrections non Quantity  |
| 1              | DRMS 39-3                              | Usable (non-controlled sensitive) | All Acq value of =< \$25K  |
| 1              | DRMS 39-3                              | Usable (non-controlled sensitive) | All Quantity Gains   |
| 2              | DD 1348-1A/2, A&D Placard              | Abandonment or Destruction        | Where the Acq (usable) value or scrap FMV >= 100K and < 250K                           |
| 2              | DD 200                                 | Controlled Sensitive Property     | All Acq Value of < 5,000   |
| 2              | DD 1348-1A/2, Sale Placard or DRMS 222 | Downgrades to Scrap               | All Downgrades to scrap =<250K   |
| 2              | DD 200                                 | Precious Metals only              | All Losses that affect less than 20% of the recorded on-hand qty or P- or V-coded SCLs |
| 2              | DD 200                                 | Scrap (excluding Precious Metals) | Adjustment does not exceed Scrap FMV of >25K & <100K                                   |
| 2              | DD 200                                 | Usable (non-controlled sensitive) | All Acq value of >25K & <100K  |
| 3              | DD 1348-1A/2 A&D Placard               | Abandonment or Destruction        | Where the Acq (usable value or scrap FMV => 250K                                       |
| 3              | DD 200                                 | Controlled Sensitive Property     | All Acq Value of =>5,000 and < 100K  |
| 3              | DD 1348-1A/2, Sale Placard or DRMS 222 | Downgrades to Scrap               | All downgrade to scrap > 250K  |

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|     |           |                                   |  |
|-----|-----------|-----------------------------------|--|
| 3   | DD 200    | Precious Metals                   | All Losses that affect greater than 20% of the recorded on-hand qty or P- or V-coded SCLs  |
| 3   | DD 200    | Scrap (excluding Precious Metals) | All FMV of =>100K  |
|     |           |                                   |  |
| 3   | DD 200    | Usable (non-controlled sensitive) | All => 100K and <200K  |
| 4   | DD 200    | Controlled Sensitive Property     | All Acq Value of => 100K   |
| 4   | DD 200    | Controlled Sensitive Property     | Evidence of fraud, suspected theft, negligence, deliberate unauthorized use or willful misconduct regardless of the Acq. Value** |
| 4   | DD 200    | Precious Metals                   | Evidence of fraud, suspected theft, negligence, deliberate unauthorized use or willful misconduct regardless of FMV**            |
| 4   | DD 200    | Scrap (excluding Precious Metals) | Evidence of fraud, suspected theft, negligence, deliberate unauthorized use or willful misconduct regardless of FMV**            |
| 4   | DD 200    | Usable (non-controlled sensitive) | All Acq value of => 200K   |
| 4   | DD 200    | Usable (non-controlled sensitive) | Evidence of fraud, suspected theft, negligence, deliberate unauthorized use or willful misconduct regardless of the Acq. Value** |
| N/A | DRMS 1978 | Scrap (including Precious Metals) | Scrap Breakdown and SCL Consolidation  |

\* **NOTE:** If Downgrading to scrap all demilitarization shall be preformed before downgrade action is taken.

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## C2. PROPERTY ACCOUNTING

### Enclosure 2 - Certificate of Transfer

\_\_\_\_\_  
Activity

\_\_\_\_\_  
Date

I. Balances shown on the records of Reutilization and Marketing Account \_\_\_\_\_ as  
(DRMO DODAAC)

of this date, \_\_\_\_\_ are true and correct; and that the records have this date been  
(Date)

turned over to \_\_\_\_\_  
Name of Receiving Individual  
(Gaining APO)

\_\_\_\_\_  
Signature of Person Turning Over Records

II. I certify that I have, as of today, \_\_\_\_\_, received  
(Date)

from \_\_\_\_\_, my predecessor, all records  
Name of Person Turning Over Records (Losing APO or DRMO Chief)

pertaining to the Reutilization and Marketing Account designated above, for which my said predecessor was accountable, and that I have, as of today, assumed accountability for the property pertaining to this account.

\_\_\_\_\_  
(Signature of Person Receiving Records)

APPROVED BY:

\_\_\_\_\_  
DRMS-O DIRECTOR

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## C2. PROPERTY ACCOUNTING

### Enclosure 3 - General Requirements for Preparation of DRMS Form 39-3 (Inventory Adjustment Request/Voucher)

**NOTE:** The terms FST and DRMS, when used to describe approval levels, include those persons who have been designated in writing to perform those functions. For example, the FST may appoint the DRMO Chief as his/her designee. Accordingly, the term FST includes the designee.

1. Inventory Adjustment/Request Voucher, DRMS Form 39-3, is used as the source document for all quantity adjustments to the accountable record **not** supported by DD Form 200 (FLIPL). It is used for approval by the FST and DRMS as specified in attachment 1, this chapter.
2. DRMS Form 39-3 may be prepared by handwriting the pertinent data legibly. When one set of circumstances requires multiple adjustments, e.g., inventory losses or gains following a wall-to-wall inventory, one adjustment will be entered on DRMS Form 39-3 with the explanatory statement, and the remaining adjustments will be entered on DRMS Form 12a, General Purpose Worksheet.
3. Part A of DRMS Form 39-3 is for adjustments to usable property records. Part B is for a receipt for the originator for adjustments to usable property records. Part C is for adjustments to scrap records. Part D is a receipt for the originator for adjustments to scrap records. Do not use the same form for an adjustment to usable and an adjustment to scrap.
4. Preparation of DRMS Form 39-3.
  - a. The DRMO RPO or DRMO staff member discovering the discrepancy will initiate the form and make appropriate entry to the DAISY screen, Record Discrepancy, within 3 working days of the date of discovery of the discrepancy. The completed form will be submitted to the DRMO Chief.
  - b. Number of Copies: Original and one copy.
  - c. Detailed instructions for completing DRMS Form 39-3 are provided in this attachment.
5. DRMO Personnel: Identify the need for an adjustment of usable property or scrap for one of the following reasons:
  - a. Paperwork/bookkeeping error involving quantity regardless of dollar value.
  - b. All quantity gains.
  - c. Quantity loss/damage adjustments where there is no evidence of fraud, theft, negligence, deliberate unauthorized use, or willful misconduct and the acquisition value (usable) or fair market value (scrap) meets the guidelines in attachment 1, this chapter.

**NOTE:** Step 5c is not applicable to the loss of sensitive material or DEMIL required property, which must be documented with a DD Form 200.

#### **Part A - Usable Property**

Block 1 - Enter property location RIC, adjustment code, discovery date, adjustment quantity, DTID number and NSN. Grayed area to be completed by approver. For resolution office code: FST approvals enter R; for DRMS approvals enter S.

Block 2 - Enter noun.

Block 3 - Enter extended dollar value of quantity adjustment.

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Block 4 - Check appropriate approval level according to attachment 1, this chapter.

Block 5 - Enter circumstances of adjustment.

Block 6 - Sign and date (individual discovering discrepancy or RPO).

Block 7 - APO *sign and date (individual reviewing the document)*.

*Blocks 8-9 - Approver complete appropriate block (FST = Block 8; DRMS = Block 9)*

### **Part B - Receipt for Originator**

This portion is intended as acknowledgement to the originator that action has been taken on the discrepancy.

### **Part C - Scrap Property**

Block 1 - Enter property location RIC, adjustment code, discovery date, new quantity (weight difference), and the SCL/SCT being adjusted.

Grayed area to be completed by approver. For resolution office code: FST approvals enter R; for DRMS approvals enter S.

Block 2 - Enter appropriate scrap adjustment code, or explanatory statement if circumstances do not meet criteria of any adjustment code and nomenclature if this is an upgrade action.

Block 3 - Enter the dollar value of the adjustment. Check attachment 1, this chapter to ensure that a DRMS Form 39-3 is appropriate for the dollar value.

Block 4 - Check appropriate approval level according to attachment 1, this chapter.

Block 5 - Sign and date (individual discovering discrepancy or RPO).

10. Forward document to APO/alternate APO.

11. APO/alternate APO: Review for validity of adjustment. Compare to record quantity.

a. If correct, sign and date

- (1) Part A (Usable property): Block 7 (leave blank if APO/alternate APO signed block 6), or
- (2) Part C (Scrap property): Block 6 (leave blank if APO/alternate APO signed block 5). If incorrect, return to RPO with instructions for further research or instructions to complete DD Form 200 if needed.

12. Forward the original to the appropriate level for approval or for review. Retain one copy in suspense until the signed original is returned.

13. FSA Chief/Designee: Review.

- a. If approved, sign and date block 8 (Part A) or block 7 (Part C). Return to APO/alternate APO. Go to step 15.
- b. If disapproved, return to APO/alternate APO for further research and action. Go to step 14.

14. APO/alternate APO: Receive disapproved DRMS Form 39-3. Based upon FST Chief/designee's

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comments, perform required research and action. Go to step 12.

15. Remove suspense copy from file.

a. If all approvals are complete, destroy suspense copy. Gain adjustment is complete. Go to step 16 for finalizing loss adjustment.

b. If DRMS approval is required, send facsimile to the appropriate office.  
Action officer will then go to step 16 and send facsimile of completed documentation to the DRMO.

16. Complete step two of the loss adjustment in DAISY. See paragraph D, this chapter.

17. Property Disposal Clerk: Record adjustment on DLA Form 1151, Control Register, for submission of quarterly report on number of IAVs prepared, by category (usable or scrap), and dollar value for each category. See attachment 4, this chapter.

18. Property Disposal Clerk: File or forward DRMS Form 39-3 as follows:

a. For ST Approval. Approving official, enter codes for losses in shaded area. File DRMS Form 39-3 in the source document file.

b. For DRMS Approval:

- (1) File copy of DRMS Form 39-3 in the suspense file, pending receipt of approval.
- (2) Send facsimile of DRMS Form 39-3 to DRMS

19. Approving official enters codes for losses in shaded area and approves or disapproves. Returns processed copy to DRMO.

**NOTE:** The Zone Manager signature goes in Block 9 for usable and Block 8 for scrap.

20. Property Disposal Clerk: Receive response from DRMS If approved, remove suspense copy from file and destroy. File signed DRMS Form 39-3 in source document file. If disapproved, take necessary corrective action and resubmit for approval.

**NOTE:** If approved form is not received from DRMS within 30 days, initiate follow-up.

#### **Part D - Receipt to Originator**

21. When processing is finished, complete the receipt (PART B or PART D) and provide a receipt copy to the originator.

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| <b>INVENTORY ADJUSTMENT REQUEST/VOUCHER</b><br><i>(Prescribing Authority: DRMS-I 4160.14 Vol IV)</i>   |  |   |   |  |                          |                        |                            |                           |   |   |   |   |
|--|--|---|---|--|--------------------------|------------------------|----------------------------|---------------------------|---|---|---|---|
| <b>PART A - USABLE PROPERTY</b>  |  |   |   |  |                          |                        |                            |                           |   |   |   |   |
| <b>1. PROP LOC</b><br>RIC<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>   | <b>ADJ CODE</b><br>(G or L)<br><div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> <div style="width: 10px; height: 10px; border: 1px solid black;"></div> </div> | <b>DISCOVERY DATE</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-around; font-size: 0.8em;"> <span>MM</span> <span>DD</span> <span>YYYY</span> </div> | <b>ADJ QTY</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>   | <b>FOR APPROVING OFFICIAL FOR LOSSES ENTER:</b><br><table style="width: 100%; text-align: center; font-size: 0.8em;"> <tr> <td>TYPE<br/>PROPERTY<br/>CODE</td> <td>LOSS<br/>REASON<br/>CODE</td> <td>LOSS DUE<br/>TO<br/>NEGLECT?</td> <td>RESOLUTION<br/>OFFICE CODE</td> </tr> <tr> <td><div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div></td> <td><div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div></td> <td><div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div></td> <td><div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div></td> </tr> </table> | TYPE<br>PROPERTY<br>CODE | LOSS<br>REASON<br>CODE | LOSS DUE<br>TO<br>NEGLECT? | RESOLUTION<br>OFFICE CODE | <div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div> | <div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div> | <div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div> | <div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div> |
| TYPE<br>PROPERTY<br>CODE   | LOSS<br>REASON<br>CODE   | LOSS DUE<br>TO<br>NEGLECT?  | RESOLUTION<br>OFFICE CODE   |  |                          |                        |                            |                           |   |   |   |   |
| <div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div>  | <div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div>  | <div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div>   | <div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div>   |  |                          |                        |                            |                           |   |   |   |   |
| <b>DTID</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>   |  | <b>NSN</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>   |   |  |                          |                        |                            |                           |   |   |   |   |
| <b>2. NOUN</b>   |  | <b>3. EXTENDED \$ VALUE OF QUANTITY ADJUSTMENT</b>  | <b>4. APPROVAL REQUIREMENTS/RESOLUTION OFFICE CODE</b><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> DRMO/Designee approval / O </div> <div> <input type="checkbox"/> DRMS-N or Designee or DRMSI or Designee Approval/R </div> </div> |  |                          |                        |                            |                           |   |   |   |   |
| <b>5. CIRCUMSTANCES FOR ADJUSTMENT</b>   |  |   |   |  |                          |                        |                            |                           |   |   |   |   |
| <b>6. ORIGINATED BY (Signature &amp; Date)</b>   |  | <b>(This portion completed only when approval of adjustments is required)</b>   |   |  |                          |                        |                            |                           |   |   |   |   |
| <b>7. REVIEWED BY (Signature &amp; Date)</b>   |  | <b>8. DRMO/DESIGNEE APPROVAL (Signature &amp; Date)</b>   |   | <b>9. DRMS-N or DRMS-I Approval (Signature &amp; Date)</b>   |                          |                        |                            |                           |   |   |   |   |
| <b>PART B - RECEIPT (To be detached and returned to originator)</b>  |  |   |   |  |                          |                        |                            |                           |   |   |   |   |
| <b>1. FOR DTID OR SCL/SCT</b> <input type="checkbox"/> CORRECTION <input type="checkbox"/> CORRECTIONS COULD NOT BE COMPLETED FOR REASONS BELOW  |  |   |   |  |                          |                        |                            |                           |   |   |   |   |
| <b>2. REASON CORRECTION COULD NOT BE ACCOMPLISHED</b>  |  |   |   |  |                          |                        |                            |                           |   |   |   |   |
| <b>3. APO/CORRECTOR (Signature &amp; Date)</b>   |  |   | <b>4. APPROVER (Signature &amp; Date) If required</b>   |  |                          |                        |                            |                           |   |   |   |   |
| <b>PART C - SCRAP PROPERTY</b>   |  |   |   |  |                          |                        |                            |                           |   |   |   |   |
| <b>1. PROP LOC</b><br>RIC<br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>   | <b>(G or L)</b><br><div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> <div style="width: 10px; height: 10px; border: 1px solid black;"></div> </div>             | <b>DISCOVERY DATE</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>  | <b>ADJ QTY</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>   | <b>FOR APPROVING OFFICIAL FOR LOSSES ENTER:</b><br><table style="width: 100%; text-align: center; font-size: 0.8em;"> <tr> <td>TYPE<br/>PROPERTY<br/>CODE</td> <td>LOSS<br/>REASON<br/>CODE</td> <td>LOSS DUE<br/>TO<br/>NEGLECT?</td> <td>RESOLUTION<br/>OFFICE CODE</td> </tr> <tr> <td><div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div></td> <td><div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div></td> <td><div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div></td> <td><div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div></td> </tr> </table> | TYPE<br>PROPERTY<br>CODE | LOSS<br>REASON<br>CODE | LOSS DUE<br>TO<br>NEGLECT? | RESOLUTION<br>OFFICE CODE | <div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div> | <div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div> | <div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div> | <div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div> |
| TYPE<br>PROPERTY<br>CODE   | LOSS<br>REASON<br>CODE   | LOSS DUE<br>TO<br>NEGLECT?  | RESOLUTION<br>OFFICE CODE   |  |                          |                        |                            |                           |   |   |   |   |
| <div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div>  | <div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div>  | <div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div>   | <div style="border: 1px solid red; width: 30px; height: 30px; margin: 0 auto;"></div>   |  |                          |                        |                            |                           |   |   |   |   |
| <b>2. CIRCUMSTANCES FOR ADJUSTMENT</b><br><div style="border: 1px solid black; height: 20px; width: 100%;"></div>  |  |   |   |  |                          |                        |                            |                           |   |   |   |   |
| <b>ADJ CODE</b> _____ <b>DRMS-I 4160.14, VOL IV NOMENCLATURE</b> _____ <b>FOR UPGRADE ACTION</b>   |  |   |   |  |                          |                        |                            |                           |   |   |   |   |
| <b>3. LOSS COMPUTATION</b>   |  |   | <b>(Signature &amp; Date)</b>   |  |                          |                        |                            |                           |   |   |   |   |
| <b>MARKET VALUE (1) PER UNIT</b>   | <b>QUANTITY OF LOSS (2)</b>  | <b>COMPUTED VALUE OF LOSS (1X2)</b>   |   |  |                          |                        |                            |                           |   |   |   |   |
| <b>4. APPROVAL REQUIREMENTS/RESOLUTIONS OFFICE CODE</b><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> DRMO/Designee Approval/O </div> <div> <input type="checkbox"/> DRMS-N or Designee or DRMSI or Designee Approval/R </div> </div> |  |   | <b>7. DRMO/DESIGNEE (Signature &amp; Date)</b>  |  |                          |                        |                            |                           |   |   |   |   |
| <b>5. ORIGINATED BY (Signature &amp; Date)</b>   |  |   | <b>8. DRMS-N or DRMSI Approval (Signature &amp; Date)</b>   |  |                          |                        |                            |                           |   |   |   |   |
| <b>PART D - RECEIPT (To be detached and returned to originator)</b>  |  |   |   |  |                          |                        |                            |                           |   |   |   |   |
| <b>1. FOR DTID OR SCL/SCT</b> <input type="checkbox"/> Correction Completed <input type="checkbox"/> Correction could not be accomplished for the reason(s) below  |  |   |   |  |                          |                        |                            |                           |   |   |   |   |
| <b>2. REASON CORRECTION COULD NOT BE ACCOMPLISHED</b>  |  |   |   |  |                          |                        |                            |                           |   |   |   |   |
| <b>3. APO/CORRECTOR (Signature &amp; Date)</b>   |  |   | <b>4. APPROVER (Signature &amp; Date)</b>   |  |                          |                        |                            |                           |   |   |   |   |

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## C2. PROPERTY ACCOUNTING

### Enclosure 4 - General Requirement for Preparation of DD Form 200 in the FLIPL Automated Program

The DRMO will initiate Financial Liability Investigation of Property Loss (FLIPL) DD Form 200, in the FLIPL Automated Program, or FAP, within 5 days of the date of discovery of the discrepancy. All documentation must be included in the review notes of the form in the FAP.

Blocks that do not apply will be annotated "N/A."

**NOTE:** If Block 16 needs to be completed, it will be handled “off-line” and **NOT** input into the FAP. A DD Form 200 will be printed from the FAP and the individual must complete Block 16.

For blocks where information exceeds the space allotted, type “see review note” within the body of the block. Add remaining information in a “review” note and annotate which block it is associated with.

For additional information on the FAP, see [Receiving Home Page](#), scroll down to Property Accounting and select the desired FAP information.

| BLOCK NO.   | FIELD NAME                             | RESPONSIBILITY | INSTRUCTION FOR ENTRY   |
|-------------|--|----------------|---|
| Top of Form |  |                | The following blocks must be filled in at the top of DD Form 200: DRMO RIC Code, Type Property Code, Loss Reason Code, DEMIL Code and DTID. See <a href="#">CAT BOOK</a> . On the publications page, click on Cat Book. |
| 1           | DATE INITIATED                         | FAP            | Will prepopulate.   |
| 2           | INQUIRY/INVESTIGATION NUMBER           | FAP            | Will prepopulate.   |
| 3           | DATE LOSS DISCOVERED                   | DRMO           | As appropriate.   |
| 4           | NATIONAL STOCK NO.                     | DRMO           | Enter NSN/LSN, for usable property. For scrap use the SCL/T code from DAISY, e.g., TE1KA0A.   |
| 5           | ITEM DESCRIPTION                       | DRMO           | Enter full item description, Federal Condition Code for usable property. Enter FMV for scrap. Add any additional information that would help identify the property.   |
| 6           | QUANTITY                               | DRMO           | Enter the quantity lost or damaged.   |
| 7           | UNIT COST                              | DRMO           | Enter the DAISY unit price for usable; for scrap, enter the fair market value.  |
| 8           | TOTAL COST                             | FAP            | Will prepopulate.   |
| 9           | CIRCUMSTANCES UNDER WHICH PROPERTY WAS | DRMO           | This is a limited field. Additional information must be entered as a Review   |

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|     |  |      |  |
|-----|--|------|--|
| 9   | <p>LOST/DAMAGED/<br/>DESTROYED</p> <p>CIRCUMSTANCES UNDER<br/>WHICH PROPERTY WAS<br/>LOST/DAMAGED/<br/>DESTROYED<br/>(Continued)</p> | DRMO | <p>Note. Enter the facts in a concise, explanatory statement of the circumstances surrounding the loss or damage in chronological order. All documentation, with the exception of Security agency reports, must be scanned or copied and included in the Review Notes, e.g., DD Form 1348-1A, DAISY Event History, etc. Every statement made as a fact should be substantiated by a document in the Review Notes. However, <b>DO NOT ATTACH SECURITY AGENCY REPORTS</b>; DO refer to Security Agency reports and forward those reports to the DES Battle Creek Security/FP Office, for review by the appropriate authority.</p> <p><b>Minimum exhibits for inclusion to the FAP will include, but will not be limited to:</b></p> <p>1 - DD 1348 series document -1 for each line item<br/> 2 - DAISY event history, each TTC screen<br/> 3 - Interview summaries where appropriate<br/> 4 - Certification by environmentalist for environmentally regulated property (where applicable)<br/> 5- SITREP (where applicable)</p> <p>Certification will state whether or not the item is on the DRMS list of hazardous property approved for local sale and will include the environmentalist's signature and date and one or all of the following:<br/> 1 - A copy of the MSDS (HM)<br/> 2 - HMIS serial number (HM)<br/> 3 - Analysis Report, if available (HW)<br/> 4 - Profile Sheet (HW)</p> |
| 10  | ACTION TAKEN TO<br>CORRECT<br>CIRCUMSTANCES<br>REPORTED IN BLOCK 9<br>AND PREVENT FUTURE<br>OCCURRENCES                              | DRMO | This is a limited field. Additional information must be entered as a Review Note.  |
| 11  | <b>INDIVIDUAL<br/>COMPLETING BLOCKS<br/>1 - 10</b>   |      |  |
| 11a | INDIVIDUAL COMPLETING<br>BLOCKS 1 - 10   | FAP  | Will prepopulate.  |
| 11b | TYPED NAME   | DRMO | Select name of individual from the drop down box who completed the top of the form and blocks 1 through 10.  |
| 11c | DSN NO.  | FAP  | Will prepopulate.  |
| 11d | SIGNATURE  | DRMO | Enter signature of individual completing   |

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|           |  |          |   |
|-----------|--|----------|---|
|           | SIGNATURE<br>(Continued)                 |          | blocks 1 through 10 by pressing the “Press Here to Sign” button. Continue following the FAP instructions. This action will automatically send an email to the appropriate person who will review and sign block 12. |
| 11e       | DATE SIGNED                              | FAP      | Will prepopulate.   |
| <b>12</b> | <b>RESPONSIBLE OFFICER</b>               |          |   |
| 12a       | NEGLIGENCE OR ABUSE<br>EVIDENT/SUSPECTED | FAP      | Will prepopulate. This is based on Loss Reason Code. Make sure correct loss reason code was entered at the beginning of the form.   |
| 12b       | COMMENTS/<br>RECOMMENDATIONS             | DRMO     | Leave Blank until Block 12d has been prepopulated   |
| 12c       | ORGANIZATIONAL<br>ADDRESS                | FAP      | Will prepopulate.   |
| 12d       | TYPED NAME                               | DRMO     | Select the Responsible Property Officer's (RPOs) name from the drop down box (this could be the MEO RPO).   |
| 12e       | DSN NO                                   | FAP      | Will prepopulate.   |
| 12f       | SIGNATURE                                | DRMO     | Enter signature by pressing the “Press Here to Sign” button. Continue following the FAP instructions. This action will automatically send an email to the appropriate person who will review and sign block 17.     |
| 12g       | DATE SIGNED                              | FAP      | Will prepopulate.   |
| <b>13</b> | <b>APPOINTING AUTHORITY</b>              |          |   |
| 13a       | RECOMMENDATION                           | FAP      | Will prepopulate with approval/disapproval when the Appointing Authority clicks the “Press Here to Sign” button in Block 13g.   |
| 13b       | COMMENTS/RATIONALE                       | DRMS     | After pressing the “Press Here to Sign” button in Block 13g, a screen for Comments/Rationale will appear and comments can be entered.   |
| 13c       | FLO APPOINTED                            | FAP      | Will prepopulate if “Approve” is selected in Block 13g.   |
| 13d       | ORGANIZATIONAL<br>ADDRESS                | DRMO     | Will prepopulate when name is selected from drop down box in Block 13.  |
| 13e       | TYPED NAME                               | DRMO     | Select name of appointing authority from drop down box.   |
| 13f       | AUTOVON/DSN NO.                          | FAP      | Will automatically prepopulate when name is selected in Block 13e.  |
| 13g       | SIGNATURE                                | DRMS     | Appointing Authority will sign by pressing the “Press Here to Sign” button.   |
| 13h       | DATE SIGNED                              | FAP      | Will prepopulate.   |
| <b>14</b> | <b>APPROVING AUTHORITY</b>               |          |   |
| 14a       | FST/DRMS<br>RECOMMENDATION               | FAP      | Will prepopulate with approval/disapproval when the Approving Authority clicks the “Press Here to Sign” button in Block 14g.  |
| 14b       | COMMENTS/RATIONALE                       | FST/DRMS | After pressing the “Press Here to Sign” button in Block 14g, a screen for Comments/Rationale will appear and  |

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|           |                                     |              |  |
|-----------|-------------------------------------|--------------|--|
|           |                                     |              | comments can be entered.   |
| 14c       | LEGAL REVIEW COMPLETED, IF REQUIRED | FAP          | Will prepopulate when legal review has input review notes.   |
| 14d       | ORGANIZATIONAL ADDRESS              | FAP          | Will prepopulate when name is selected from drop down box in Block 14e.  |
| 14e       | TYPED NAME                          | DRMO         | Select name of approving authority from drop down box.   |
| 14f       | AUTOVON/DSN NO.                     | FAP          | Will prepopulate.  |
| 14g       | SIGNATURE                           | DRMS or DRMO | Approving Authority will sign by pressing the "Press Here to Sign" button.   |
| 14h       | DATE SIGNED                         | FAP          | Will prepopulate.  |
| <b>15</b> | <b>FINANCIAL LIABILITY OFFICER</b>  |              |  |
| 15a       | FINDINGS AND RECOMMENDATIONS        | FLO          | The appointed FLO will enter the method and/or steps used to substantiate or refute facts submitted as part of the FLIPL. In no case will findings contain unsubstantiated opinions. Statements made under Item 9 and/or affidavits or certificates that are part of the FLIPL must be substantiated or refuted. Refrain from using trivial phrases; instead, state how the loss or damage occurred based on the evidence from the investigation. The findings should be complete to enable the reviewers to readily determine responsibility in the case. Recommendations will be based on the facts as recorded in the findings and will include recommendations as to pecuniary liability and relief from responsibility and/or accountability. If theft is suspected, provide a statement in the findings. Include the name of any/all law enforcement agencies providing reports relative to property losses, to include the report date and the report number. |
| 15b       | DOLLAR AMOUNT OF LOSS               | FLO          | Will prepopulate.  |
| 15c       | MONTHLY BASIC PAY                   | FLO          | If a recommendation by the FLO is made that pecuniary liability appears to appropriate, enter the monthly basic pay of the recommended person held responsible. If no financial liability is recommended, leave blank.   |
| 15d       | RECOMMENDED FINANCIAL LIABILITY     | FLO          | Enter recommended financial liability amount. If no financial liability is recommended, leave blank.   |
| 15e       | ORGANIZATIONAL ADDRESS              | FAP          | Will prepopulate when name is selected from drop down box in Block 15f.  |

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|           |   |              |  |
|-----------|---|--------------|--|
| 15f       | TYPED NAME                                    | DRMS         | Select name of FLO conducting the investigation, from the drop down box  |
| 15g       | AUTOVON/DSN NO.                               | FAP          | Will prepopulate.  |
| 15h       | DATE REPORT SUBMITTED TO APPOINTING AUTHORITY | FAP          | Will prepopulate when Block 15j is signed.   |
| 15i       | DATE APPOINTED                                | DRMS         | Will prepopulate.  |
| 15j       | SIGNATURE                                     | DRMS or DRMO | FLO will sign by pressing the "Press Here to Sign" button.   |
| 15k       | DATE SIGNED.                                  | FAP          | Will prepopulate.  |
| <b>16</b> | <b>INDIVIDUAL CHARGED</b>                     |              | <b>NOTE: If this block is to be completed, the remainder of the processing of Block 16 will be handled "off-line" and NOT input into the FAP. A DD Form 200 will be printed from the FAP and the individual must complete Block 16. The fields in Block 16 are self-explanatory.</b> |
| <b>17</b> | <b>ACCOUNTABLE OFFICER</b>                    |              |  |
| 17a       |   |              | N/A  |
| 17b       | ORGANIZATIONAL ADDRESS                        | FAP          | Will prepopulate when name is selected from drop down box in Block 17c.  |
| 17c       | TYPED NAME                                    | DRMO         | Select name of APO from drop down box.   |
| 17d       | AUTOVON/DSN NO.                               | FAP          | Will prepopulate.  |
| 17e       | SIGNATURE                                     | DRMO         | APO will sign by pressing the "Press Here to Sign" button.   |
| 17f       | DATE SIGNED                                   | FAP          | Will prepopulate.  |

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## C2. PROPERTY ACCOUNTING

### Enclosure 5 - Preparation of DLA Form 1151

A. DLA Form 1151, Control Register for DD Forms 200. The DRMO will maintain this form or a data base equivalent with all the required report elements. The DRMO will maintain a separate form or a database equivalent, to record DRMS Forms 39-3 sent to DRMS for approval.

B. Instructions for preparing DLA Form 1151 are keyed to form blocks as follows:

1. **Name of Responsible Activity:** Enter DRMS or the DRMO.
  2. **Control Number:** The FAP will assign a control number to each DD Form 200.
  3. **Name of Responsible Property Officer:** Enter the name of the RPO of the DRMO sustaining the loss, damage or destruction.
  4. **Discovery Date of LDD (Loss, Damage or Destruction):** Enter the date on which the loss, damage or destruction was discovered (from DD Form 200).
  5. **Date Financial Liability Officer (FLO) Appointed:** Enter the date on which the FLO was appointed to conduct further research; or enter **N/A**, if no FLO was appointed.
- NOTE:** Enter information relating to the FLO in the space(s) identified for the Financial Liability Officer.
6. **Date Appointing Officer Receives Report:** Enter the date (mm/dd/yy) on which the DD Form 200 is submitted for review.
  7. **Date of Final Approval:** Enter the date (mm/dd/yy) when the report received final approval.
  8. **Name of Financial Liability Officer (FLO):** Enter the name of the individual, if an FLO was appointed. If no FLO was appointed, enter **NA**.
  9. **Property Description:** Enter a brief, but accurate description of the property lost, damaged or destroyed.
  10. **Type of Property Involved:** From the following codes, assign the one closest to describing the type of property involved:

a. Drug items that are controlled substances requiring at least limited access for security, but requiring less security than vault storage, such as stimulant and depressant drugs, narcotics paraphernalia and tobacco.

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- b. Firearms, ammunition and explosives.
- c. Pilferable items, other than sensitive and drug items, having a ready resale value, a history of unexplained losses or known theft, or having application for civilian or personal use that makes them attractive items for theft.
- d. Sensitive items including controlled substances requiring vault storage such as opium, morphine, codeine, methadone and methamphetamines. This category also includes precious metals, alcohol and alcoholic beverages.
- e. Other

11. **Reason for LDD:** From among the following codes, assign the one that comes closest to describing the reason for the loss, damage or destruction:

- a. An accident resulting from carelessness or ignorance.
- b. Condition change of property including deterioration, shrinkage and contamination.
- c. Fire or smoke damage.
- d. Natural disaster.
- e. Theft by a U.S. Government employee.
- f. Theft by other than a U.S. Government employee.
- g. Vandalism (willful or malicious destruction of property).
- h. *Other*.
- i. *Unknown*.
- j. P24/H24 Breakdown.
- k. Data entry error.

12. **Recorded Value of LDD:** Enter the value at which the lost, damaged or destroyed property was listed in the accountable officer's records. Use fair market value for scrap.

13. **Pecuniary Liability Assessed:** If pecuniary liability was assessed, state the amount. If no pecuniary liability was assessed, enter **0**.

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14. **Remarks:** Enter the name of DRMO where the loss, damage or destruction occurred.

C. REPORT: DRMS prepares and elevates an annual report to DLA. Report control symbol DRMS-O-89-2 (Q) is assigned.

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## **C2. PROPERTY ACCOUNTING**

### **Enclosure 6 - General Duties of the Accountable Property Officer (APO)**

**NOTE:** This enclosure contains seven attachments that identify specific duties of the APO.

1. The APO and APO alternate(s) will be required to complete the Property Accounting Basic Course prior to appointment.
2. The accountable property officer (APO) is responsible for overseeing the account and correcting any errors in the DRMO inventory. Following is a description of the APO's responsibilities:

The APO is responsible for monitoring the account of excess, surplus and foreign excess personal property, including scrap, to ensure that irregularities and discrepancies are reported to the chief and corrected, and to ensure that all adjustments to the account are made. The APO will ensure that accountable document files are properly maintained.

3. Normally, only the primary APO may input a gain or loss transaction. After the DRMO Chief has approved adjustments at the DRMO level, the APO or the DRMO Chief will input the approval transaction. The DRMO Chief may authorize an alternate APO(s), in writing, to input these transactions.
4. When a loss to the inventory must be elevated for approval by an authority higher than the DRMO Chief, the documentation must be approved at that next level.
5. Only the APO/alternate APO may make changes to the accountable record elements and may accomplish DTID restarts, which result from other than issues of property during the accumulation cycle. DRMOs will document corrections to the accountable record on DRMS Form 1983.
6. To guard against irregularities and discrepancies to the account, the APO/alternate APO(s) shall review daily transactions.
  - a. The daily review should consist of comparing the source document total with transaction (TTC's) that posted the preceding day. Discrepancies shall be brought to the DRMO Chief's attention by the APO/alternate APO.
  - b. The APO/alternate APO will review all placards, certificates, and adjustment vouchers for correct authorizations and certification.

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- c. The APO/alternate APO will review the DD 1143 Report of Excess/Surplus Material within 3 workdays after the first of the month. The APO/Alternate APO will advise the DRMO Chief of any errors found, and will include recommendations to take corrective action.
7. The APO/alternate APO will print and distribute all reports for the DRMO. Example MILSTIP, all Placards, SLH over 30 days, etc..
- 8. If required, the APO/RPO/Alternates are authorized to complete receiving responsibilities.***

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## **C2. Property Accounting**

### **Enclosure 6**

#### **Attachment 1 - STANDARD OPERATING PROCEDURE FOR MAINTAINING/VERIFYING RECEIPT DOCUMENTS**

1. Accountable Property Officer: Receive completed, original DTID and accompanying certificates, or DRMS Form 18, Scrap Tally-In, as appropriate, from the Receiving Section/Scrap Section.
2. Using the Daily TTC Report, compare the quantity of documents/transactions in hand, by TTC, with the quantity displayed, as processed the preceding workday.
  - a. If the comparison is made and the quantity is the same, file the documents in the source document file. If the workload does not provide resources for a comparison, document image (WEBDOC) according to Section 1, Chapter 1, C1.11., Records Maintenance.
  - b. If the comparison is made and the quantity is different, prepare an MFR documenting the differences and provide the date of the transaction(s). File the MFR in a file entitled "Quantity Differences - TTC vs. Documents" and provide a copy to the DRMO Chief.
3. The main use of the TTC Report is to verify that the DRMO batch(es) completed processing.

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## **C2. PROPERTY ACCOUNTING**

### **Enclosure 6**

#### **Attachment 2 - STANDARD OPERATING PROCEDURE FOR MAINTAINING/VERIFYING DOWNGRADE TO SCRAP DOCUMENTS AFTER ESD (PROPERTY NOT REQUIRING DEMIL)**

1. APO: Receive source documents (DAISY Downgrade Placard, DRMS Form 222, DAISY Sales Placard, or Downgrade to Scrap Request after ESD and DRMS Form 73, Withdrawal of Property Reported for Sales Prior to Award and Property Status), as applicable from Marketing Section as follows:
2. Receive the DAISY Downgrade Placard and, if applicable, a DRMS Form 73 indicating that the National Sales Office has recommended downgrade action. Placards or DRMS Form 222 must be signed by the DRMO Chief or DRMO designee, as appropriate.
3. Compare the quantity of placards in hand with the quantity displayed on the daily TTC Report (TTC DWN) as processed the preceding day.
  - a. If the quantities are the same, file the placards in the source document file.
  - b. If the quantities are different, prepare a discrepancy report as appropriate see Attachment 1 of this section for the appropriate forms and approval levels.
4. Document image (WEBDOC) according to Section 1, Chapter 1, C1.11., Records Maintenance.

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## **C2. PROPERTY ACCOUNTING**

### **Enclosure 6**

#### **Attachment 3 - STANDARD OPERATING PROCEDURE FOR MAINTAINING/VERIFYING DOWNGRADE TO SCRAP DOCUMENTS AFTER ESD (After DEMIL is Performed)**

1. APO: Receive completed DEMIL certificate from the DEMIL coordinator.
2. Verify that the DEMIL certificate is signed and dated.
3. Compare the quantity of documents in hand with the quantity of DEMIL transactions (TTC DML) shown processed on the daily TTC Report for the preceding day.
  - a. If the quantity is the same, file the documents in the source document file.
  - b. If the quantity is different, prepare a discrepancy report as appropriate, see Attachment 1 of this section, for the appropriate forms and approval levels.
4. File according to Section 1, Chapter 1, C1.11., Records Maintenance.

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## C2. PROPERTY ACCOUNTING

### Enclosure 6

#### **Attachment 4 - STANDARD OPERATING PROCEDURE FOR MAINTAINING/VERIFYING ABANDONMENT/DESTRUCTION DOCUMENTS (Other than Ultimate Disposal)**

1. APO: Receive a document as shown below indicating abandonment or destruction of property in the accountable record:

**NOTE:** GSA has granted a waiver to the requirement for public notification.  
See DOD 4160.21-M, Chapter 8.

- a. DAISY Abandonment/Destruction Certificate.
  - b. DD Form 1348 series document or sale placard with appropriate approval level.  
See Section 4, Supplement 2, Property Accounting Enclosure 1 for approval levels.
  - c. DD Form 1155.
2. Verify that each abandoned or destroyed line item:
    - a. Is identified by DTID number, NSN (if applicable), description, quantity, condition code, unit and total cost, and, if warranted, its location.
    - b. Is demilitarized, if required to include the DEMIL certificate.
    - c. Has one of the following on, or attached to, the abandonment/destruction document:
      - (1) A written finding:
        - (a) That the property has no commercial value, or
        - (b) Applying the economy formula to show that the cost of continued care, handling and preparation for sale would exceed its estimated sales proceeds.
      - (2) Signature of the DRMO designee, DRMO Chief, or DRMS-O designee, as appropriate (see reference) affirming review and recommending a method of disposal.
        - (a) Include on or with the document, a signed and witnessed certificate of abandonment/destruction.
  3. If any of the information/findings/certificates/signatures above are not on the document, return the document to the Logistics chief for completion.
  4. Compare the quantity of lines in hand with the quantity displayed by TTC (LNF, LNS) on the Daily TTC Report for the proceeding day.

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## **C2. PROPERTY ACCOUNTING**

### **Enclosure 6**

#### **Attachment 5 - STANDARD OPERATING PROCEDURE FOR MAINTAINING/VERIFYING R/T/D DOCUMENTS**

1. APO: Receive release document (DD Form 1348-1 series document, SF 122, SF 123 or other valid release document) from Distribution Branch.
2. Compare the quantity of documents in hand by TTC with the quantity displayed on the Daily TTC Report for transactions the preceding day.
  - a. If the quantity is the same, file the documents in the source document file.
  - b. If the quantity is different, return documents to the Distribution Section for research and corrective action.
3. File according to Section 1, Chapter 1, C1.11., Records Maintenance.

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## **C2. PROPERTY ACCOUNTING**

### **Enclosure 6**

#### **Attachment 6 - STANDARD OPERATING PROCEDURE FOR UPGRADES FROM SCRAP**

1. APO/Alternate APO: Receive upgraded DTID, DD Form 1348 series document from Logistics personnel.
2. Perform the same verification required for other receipt documents (see Enclosure 2, this Attachment), except no copy of the DD Form 1348 series document will be returned to the generator.
  - a. Verify completeness and accuracy of DRMS Form 1348.
3. Input adjustment to DAISY.
4. Document image (WEBDOC) according to Section 1, Chapter 1, C1.11., Records Maintenance.

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## **C2. PROPERTY ACCOUNTING**

### **Enclosure 6**

#### **Attachment 7 - STANDARD OPERATING PROCEDURE FOR FILING OF SOURCE DOCUMENTS**

**NARRATIVE:** This procedure identifies the source documents for which the Accountable Property Officer (APO) is responsible for maintaining, according to existing guidelines, and where they will/may be filed. Source documents, include but are not limited to inventory adjustments, inventory corrections, downgrades to scrap, A/D, inert certificates and DEMIL certificates. File according to Section 1, Chapter 1, C1.11., Records Maintenance.

1. The following documents will be filed in a centralized documentation section:

- Receipt Documents
- Inventory Adjustments Request/Vouchers
- Downgrade to Scrap Documentation
- Abandonment/Destruction Certificates and Documents
- Demilitarization Certificates
- Inert Certificates
- Inventory Corrections
- Receipt Refusals/Return to Generator (917)
- Scrap Breakdowns
- Scrap Reconciliations
- Demil Code Change Notices
- Small Arms Reports

2. At the option of the DRMO Chief, the following documents may be stored either in the centralized documentation section or in the appropriate functional areas.

- Issue/Transfer/Donation Documents
- Sales Documents (Include weight tickets)
- Release Documents of Hazardous Property for Ultimate Disposal

3. Other accountable records, which will be maintained in the centralized documentation section, are as follows:

- Resolution B Listing signed by DRMO Chief
- Resolution I Listing
- TTC Report
- 1143 Report

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## C2. PROPERTY ACCOUNTING

### Enclosure 7 - DRMS Reimbursement Tracking System

This program is designed to help track the quantity of material each DOD generator contributes to a sale item by DODAAC. By recording the contribution each generator makes, the system will have a record of the amount each generator *or general fund* should receive at the time the payment is made and the property removed by the purchaser. The procedure for using this system is provided below.

**NOTE:** This tracking program is also used to track turn-ins by Federal Civil Agencies (FCAs) in order for DRMS to bill them for services provided. For turn-ins by FCAs, instead of entering a DODAAC, enter the AAC (an activity address code for FCAs). The mailing address entry will be used to send the billing notice to the FCA for the service(s) provided by the DRMO. For information on billing procedures call (DSN) 661-5638 or (DSN) 661-5818.

**A. UPDATE GENERATOR REIMBURSEMENT FILE.** The first step in using the system is to enter generator reimbursement information into DAISY. This is a DRMO Marketing responsibility. To enter this information, go to the Marketing menu and select the "*Reimbursement Process*" (Option 8). Within that process, select "*Update Generator Reimbursement File*" (Option 1). The primary actions involved are establishing, changing and deleting Fund Cite and Check Mailing Address information for DODAACs/AACS.

**NOTE:** The system will not process a receipt transaction for property that is reimbursable until a Reimbursement File has been established for the DODAAC/(AAC) of the generator turning the property in to the DRMO.

1. ADD DODAAC FUND CITE INFORMATION. Procedures to do this are provided below.
  - a. Add fund cite information for a new generator DODAAC/AAC.

**NOTE:** DODAAC/AAC must be valid in DAAS (Defense Automatic Addressing System).

- (1) Sign on "*Update Generator Reimbursement File*" process.
- (2) Enter Local Sale Special Funding Code. (For overseas local sales only)
- (3) Enter the DODAAC/AAC and press <Enter>. If the DODAAC/AAC is not valid in DAAS, a message will appear on the bottom of the screen: INVALID DODAAC. TRY AGAIN WITH VALID DODAAC OR REJECT BACK TO GENERATOR.
- (4) Enter valid DODAAC/AAC and Reimbursement Code.
- (5) Enter percent of reimbursement. (Normally 100%)
- (6) Enter Direct Deposit Indicator (This essentially asks the question of whether the generator is serviced by DFAS, who directly deposits funds into the generator's account. The

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default is "N", but if serviced by DFAS, type in "Y".) Examples of property/generators that are direct deposit are Commissary Equipment - reimbursement code "C" and QRPs - reimbursement code "R". If "Y" is entered, a pop-up screen will appear with valid fund cites for the generators. Even if the TID has numerous letters/numbers in it, the fund cites shown are all that DRMS Finance needs to send to DFAS to obtain reimbursement.)

(7) Enter the Fund Cite. (For FCAs, the Reimbursement Code is **S** and the Fund Cite is 97R2651.)

**NOTE:** For reimbursable material, the fund cite should be on the Turn In Document. If the generator has a Direct Deposit Indicator of "N", press <F2> to go to the second screen to add the Check Mailing Address information (see 2 below).

(8) Press <F9> to save the data in the automated system.

b. Update fund cite information already in the automated system.

(1) Press <F13> and enter the DODAAC/AAC whose reimbursement information to update.

(2) Press <F3> to collect the information in the automated system. The number of records found will be displayed at the top of the screen (e.g., 1 of 6).

(3) Press <F3> or <F4> to view the records collected.

(4) When the record to update is found, enter the required *changes*.

(5) Press <F9> to enter updated information in the automated system.

c. Delete A DODAAC/AAC.

(1) Press <F13>, enter the DODAAC/AAC number for the search and press <F3> to find individual records for that DODAAC/AAC.

(2) Records can be viewed by pressing <F3> or <F4>.

(3) When the record to be deleted is found, press <F18>. The record will be removed from the automated system *if there are no DTIDs related to that combination of local DODAAC/AAC, Reimbursement Code and Fund Cite information.*

2. ADD CHECK MAILING ADDRESS INFORMATION. To add check mailing address information, first sign on the "*Update Generator Reimbursement File*" process and press <F2> to bring up the Check Mailing Address information screen. Procedures for adding various types of information are provided below.

a. *Add A New DODAAC/AAC And Check Mailing Address Information.*

**NOTE:** Only valid DODAACs in the DODAAF will be entered. No shop codes will be used.

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(1) Enter same information as was entered on the first screen.

(2) Enter a Fund Account Code if applicable. Press <Enter> after entering the Fund Account Code or press <Enter> to pass that field. The cursor will then stop on the Check Mailing Address field.

(3) Enter the Check Mailing Address information. Up to four (4) lines of Check Mailing Address information may be entered; however, the fourth (4th) line must be used to enter the city, state and ZIP Code.

(4) Press <F9> to update the added information in the automated system.

*b. Update Previously Entered Check Mailing Address Information.*

(1) Press <F13> and enter the DODAAC/AAC.

(2) Press <F3>. This will initiate collection of all mailing address information for that DODAAC/AAC in the automated system. The number of records found (e.g., 1 of 4) will be displayed at the top of the screen. Individual records can be viewed by pressing <F3> or <F4>.

(3) Find the record to change and enter the required address change.

(4) Press <F9> to enter the updated data in the automated system.

*c. Add Check Mailing Address To An Existing DODAAC/AAC.*

(1) Enter the Fund Account Code or press <Enter> to pass the Fund Account Code field to reach the Check Mailing Address field. Up to four (4) lines of data can be added. However, the fourth (4th) line of data must contain the city, state and ZIP Code. The first five (5) positions of the ZIP Code are mandatory. The last four (4) positions are optional.

(2) Press <F9> to add new data to the automated system.

*d. Delete A DODAAC/AAC and the Check Mailing Address Information.*

(1) Press <F13>, enter the desired DODAAC/AAC.

(2) Press <F3>. This will initiate collection of existing Check Mailing Address records for that DODAAC/AAC. Individual records can be viewed by pressing <F3> or <F4>. Stop when the desired record is located.

(3) Press <F18>. The system will remove the record from the Generators Reimbursement File only if there are no DTIDs related to that combination of local DODAAC/AAC, Reimbursement Code and Check Mailing Address information.

**NOTE:** The system will display one of two messages: **"DELETE SUCCESSFUL; PRESS <ENTER>"** or **"OTHER RECORDS ARE RELATED ON udwrtdid; CANNOT DELETE; PRESS <ENTER>"**

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**3. Finding DTIDs Which Require Reimbursement Information Update.** The above processes will not change the reimbursement data stored on the DTID Table. When the reimbursement information for a DODAAC/AAC is changed, all DTIDs which contain that information must be located to those records may be updated through the Basic Accountable Record Adjustment process.

a. *Locating The DTID Table.* Take these steps:

- (1) Access "DRMO DAISY Menu" and select the "Inquiries Menu".
- (2) On the "Inquiries Menu, select "View DRMO Tables".
- (3) On the "View DRMO Tables Menu", select "View *DRMO* DTID Table".

b. *View DTID table actions:* When the "View *DRMO* DTID Table" is found, take these actions:

- (1) Enter the DODAAC/AAC number for the search followed by a percent sign (%) in the "DTID NO:" field.
- (2) Enter the Scrap ID in the "scrap\_id" field, as applicable.
- (3) Enter a Record Status Code "Z" in the "rcd\_stat\_cd:" field.
- (4) Press <F3> to find. The number of records found will be displayed at the top of the screen (e.g., 1 of 16). The individual records can be viewed by pressing <F4>.

**B. Receiver Entry Of Reimbursable Receipts Into The Automated System.** Once marketing has entered the required generator reimbursement data into the automated system, warehouse personnel can process reimbursable receipts into the automated system. These receipts are the same as other receipts except that "1" must be entered in the Reimbursement field instead of leaving the field blank for non-reimbursable property. Entering "1" will cause a "Local DODAAC/(AAC) Fund Citation" pop-up screen with associated reimbursement code to appear after normal receipt information has been entered and <F9> is pressed. A reimbursable receipt cannot be entered if the required reimbursement data is not present. The following steps show how to relate reimbursement data to a receipt.

1. Finding Fund Cite/Check Mailing Address Information. When the "Local DODAAC/(AAC) Fund Citation" screen appears, place the cursor on the field to be viewed (either the fund cite or the check mailing address). Press (Return) to move between these two (2) fields. To view the records in the selected field, press <F20> and the system will find all fund cite or check mailing address information which is in the automated system. (If there is more than one record, be sure to select the fund cite that is on the DTID, or at least the first 7 characters on the DTID.)

2. No Records Found. If no records are found for the DODAAC/AAC, press <Ctrl> <C> to abort the receipt. Notify marketing personnel to have the required reimbursement data input. Upon completion of this task, the receipt may be processed.

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3. Viewing Reimbursement Information. Press <F3> or <F4> to view this information. When the desired record is found, check all information in the record to ensure it is correct.

4. Error/Information Not Available. If an error is detected or the required information isn't available, press <Ctrl> <C> to terminate processing the reimbursable receipt. Contact marketing personnel so the required information can be corrected/added to the automated system.

5. Record Update. When the desired information is located and determined to be correct, press <F9> to add the transaction as a reimbursable receipt.

**C. Generator Reimbursement File Inquiry.** To view the Local DODAAC/AAC Reimbursement data which has been entered into the automated system, press <F13> and enter a DODAAC/AAC, a partial DODAAC/AAC with a percent sign (%) or leave the field blank. Next, enter a Reimbursement Code or leave the field blank and enter a Fund Cite, partial Fund Cite or continue to leave the field blank. When a report is sent to Access Reports, a report sequence number will be displayed on the bottom of the screen.

1. Pull All Reimbursement Records. Leaving all fields blank will cause all generator reimbursement records in the automated system to be pulled.

2. Specific Reimbursement Request. Entering more data (e.g., a DODAAC/AAC, Reimbursement Code and/or Fund Cite) will reduce the size of the report which is prepared.

3. Report Form Selection. The last entry on the screen requests the destination to which results of the inquiry will be sent. Select 1 for screen only, 2 for hard copy only or 3 for both screen and hard copy. To print a hard copy, go to "Access Reports" and request the "Current", "Wide", or "Marketing" reports.

**D. Special Funds Report Process.** This process has three (3) parts listed below. The reports created are wide-type marketing reports. When created, the report sequence number will be displayed on the bottom of the screen. The reports can be printed by calling up and requesting copies of these reports through the DRMO Reports process.

1. Scrap Referral Special Funding Sheet. To request this report, enter the Sales Referral Number desired and the report will be generated. This report lists all Generator DODAACs/AACs and the weight for each reimbursement code with either a Fund Cite or a Check Mailing Address. When an adjustment (either a gain or a loss) is made the system will prorate the weight change for each DODAAC/AAC in the Scrap ID.

2. Scrap IFB Special Funding Sheet. To request this report, enter an IFB Number and the report will be generated. This report lists all Generator DODAACs/AACs and the weight for each reimbursement code with either a Fund Cite or a Check Mailing Address. When an adjustment (gain or loss) is made, the system will prorate the weight change and change the weight for each DODAAC/AAC in the Scrap ID.

a. The scrap weight amounts on the IFB Special Funding Sheet reflect the CUMULATIVE weight of all scrap received into the scrap record.

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b. The dollar amount to be reimbursed on the IFB Special Funding Sheet reflects the CUMULATIVE proceeds that are reimbursable to a particular generator. In order to determine the amount due to generators on term sales or multiple deliveries, proceeds already reimbursed to a generator must be manually deducted from the *"Dollar Amount to be Reimbursed"*. This will require keeping manual/offline records of the amounts reimbursed to generators for each scrap pile. Since the automated system does not track reimbursement payments, keep ALL previous IFB Special Funding sheets to document previous reimbursement weight/proceeds data. Only DODAACs/AACs which require reimbursement, will have their reimbursement weight and reimbursement amounts included in the report. Therefore, the sum of the "Reimbursement Weights" and the "Dollar Amounts to be Reimbursed" (which are itemized) will frequently not equal the "Total Weight Removed to Date" and the "Total Proceeds" amounts shown at the top of the report. To ensure all weight and proceeds data is current on Term Sale Contracts, enter all receipt and shipment transactions before running the IFB Special Funding Sheet.

c. On term sales, the Scrap ID assigned to each IFB/IFB Item Number should remain the same for the duration of the sale contract. At the end of the contract, if a loss/gain scrap transaction is processed, all weight from the "Loss" Scrap ID will be moved to the "Gain Scrap ID" as non-reimbursable property. All reimbursable information (proceeds/weights) on the "Loss" Scrap ID will be lost and will not be carried forward to the "Gain" Scrap ID. If the DRMO would process deliveries against a Scrap ID until it was zeroed out then assign a new Scrap ID to the same IFB/IFB Item Number, the reimbursement data would need to be tracked under two (2) separate Scrap IDs. Previously, when DRMOs were on the DAISY 3B2, it was frequently necessary to close some scrap IDs and open new scrap IDs to help system response time. With the HP implementation, this should no longer be necessary.

3. Scrap Reimbursement Summary Report. To request this report, enter the complete Scrap ID plus a beginning and ending date range for the report. Based on this information entered, a report will be created. It will select all reimbursable DTIDs received during the specified date range for the Scrap ID. Non-reimbursable DTIDs will not be listed. Adjusted weights will not be reflected on this report.

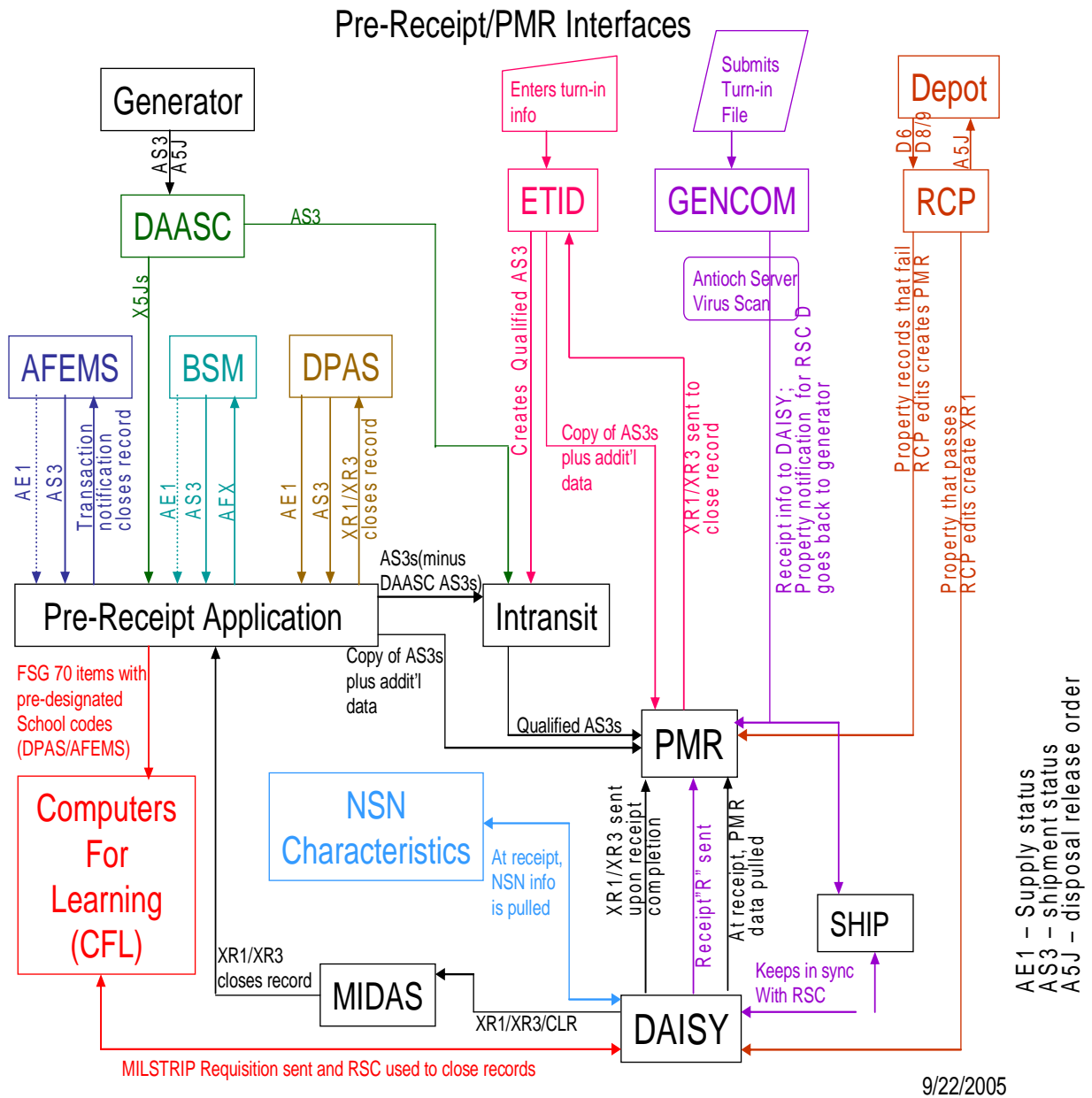
**NOTE:** DTIDs are purged when in "Z" status over 150 days. As a result, DTIDs meeting these criteria will not appear on this report.

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## C2. PROPERTY ACCOUNTING

### Enclosure 8 - Pre-Receipt/PMR Interfaces



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## C2. PROPERTY ACCOUNTING

### Enclosure 10 -BOSS / DAISY Hazardous Property Transactions

| <b><u>BOSS<br/>SCREEN</u></b> | <b><u>PURPOSE</u></b>                      | <b><u>DAISY<br/>TTC</u></b> | <b><u>DAISY<br/>RSC</u></b> |
|-------------------------------|--|-----------------------------|-----------------------------|
| HXH                           | Request Delivery Order (DRMO action)       | BSC                         | E                           |
| HLP                           | Issue Delivery Order (CO action)           | BSC                         | G                           |
| HXD                           | Modify Delivery Order (CO action)          | BSC                         | No Change                   |
| HXD                           | Cancel Items on Delivery Order (CO action) | BSC                         | D                           |
| PMF Screen                    | Record Partial Quantity                    | BSC                         | M                           |
| PMF Screen                    | Record Total Quantity Picked Up            | MUD                         | Z                           |
| RMF Screen                    | Return ManiFest                            | RMF                         | D                           |

| <b><u>SCREEN</u></b>          | <b><u>PURPOSE</u></b>   | <b><u>TTC</u></b> | <b><u>RSC</u></b>            |
|-------------------------------|---|-------------------|------------------------------|
| Usable Receipt                | Receive Property  | XR1               | L                            |
| Automatic                     | DAISY automatically changes RSC as the property moves through screening | RSC               | H, A                         |
| Refer for Sale                | Refer property for sale   | XS6               | B                            |
| Automatic                     | DAISY automatically changes RSC based on sales data                     | RSC               | C                            |
| Sales Removal                 | Update inventory based on Sales removal                                 | XS7               | Z                            |
| Sales Roll Back               | Roll property back to "A"   | XP7               | A                            |
| Refer to UD                   | Refer to Material to UD   | HMU<br>HMD        | D                            |
| Usable Receipt (Coded for UD) | Receive Property  | XR1               | D                            |
| Haz RSC Change                | Manually Change RSC   | RSC               | User Determined (D, E, G, M) |
| Ultimate Disposal             | Manually Remove from Inventory  | MUD               | Z                            |

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## C2. PROPERTY ACCOUNTING

### Enclosure 11 - Hazardous Material/Waste Code Combinations

ACCEPTABLE COMBINATIONS OF SHC; ACTION/ACTG AND MATERIAL SCREENING CODES  
FOR PROCESSING HAZARDOUS MATERIALS/WASTE AND UNUSED HAZARDOUS MATERIAL

#### HAZARDOUS MATERIAL - UNOPENED CONTAINERS\*

|  | SHC             | ACT/ACCTG | MIL/WASTE | MSC |                 |
|--|-----------------|-----------|-----------|-----|-----------------|
|  | PROCESSING DAYS |           |           |     |                 |
| PROPERTY WITH RTD-SALES MKT Finalization | NONE            | N/A       | M         | N   | 56-70 RTD<br>67 |
|  |                 |           |           |     | 56 UD           |
| W/NO SALES MKT                           | NONE            | N/A       | M         | M   | 56-70 RTD       |
|  |                 |           |           |     | 56 UD           |

#### HAZARDOUS WASTE AND USED HAZARDOUS MATERIAL - UNUSED HM IN OPENED/TAMPERED CONTAINERS \*

|                                | SHC             | ACT/ACCTG | MTL/WASTE | MSC |         |
|--------------------------------|-----------------|-----------|-----------|-----|---------|
|                                | PROCESSING DAYS |           |           |     |         |
| W/SALES POTENTIAL Finalization | NONE            | AA        | M OR W    | X   | 67      |
|                                |                 |           |           |     | 56 UD   |
| W/NO SALES POTENTIAL           | D               | PQ        | M OR W    | P   | 56 UD** |

\* Tylenol Seal Concept

\*\* Use for all hazardous property going directly to ultimate disposal.

#### RECORD STATUS CODES FOR HP

| CODE | DESCRIPTION                                    |
|------|--|
| A    | AWAITING SALES REFERRAL                        |
| B    | REFERRED FOR SALE                              |
| C    | SOLD AND NOT REMOVED                           |
| D    | HP AWAITING REFERRAL ON SERVICE CONTRACT (DOR) |
| E    | HP REFERRED ON DOR OR ONE-TIME CONTRACT        |
| G    | HP FOR WHICH DO ISSUED & COPY RECEIVED AT DRMO |
| M    | PARTIAL QUANTITY PICKED UP                     |

**NOTE:** Hazardous material is subject to sales. If unused material has sales potential, it should be included in the accumulation versus being referred to ultimate disposal. If an item does not qualify for RTD, it may be rolled to sale on an exception basis. Exceptions will be determined by the DRMO Chief. Examples of valid reasons for exceptions include lack of conforming storage, stored off-site and expeditious removal required, or deteriorating containers.

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## C2. PROPERTY ACCOUNTING

### Enclosure 12 - DAISY Screen Field Code Definitions

|                  |  |
|------------------|--|
| ACCT             | Accounting Code                                      |
| ACTN             | Action Code  |
| ADPE             | Automated Resources/Information Technology           |
| Appox Gal        | Approximate Gallons                                  |
| Appox Gr Wt      | Approximate Gross Weight                             |
| AUP              | Adjusted Unit Price                                  |
| CAGE             | Commercial and Government Entity Code                |
| CHLG             | Challenge Code                                       |
| CIIC             | Controlled Item Inventory Code                       |
| DAC              | Disposal Authority Code                              |
| DCC              | Disposal Condition Code                              |
| DEMIL            | Demilitarization Code                                |
| DESC             | Description  |
| DML INT          | DEMIL Integrity Code                                 |
| Dimensions HxWxL | Dimension of Height, Weight and Length               |
| DT_REC           | Date of Receipt                                      |
| DTID NBR         | Disposal Turn-In Document Number                     |
| DUP              | Depreciated Unit Price                               |
| FCC              | Federal Condition Code                               |
| FIIG CD          | Federal Item Identification Guide Code               |
| FTS              | Tracking System                                      |
| HAZ /CHLG        | Hazardous Challenge                                  |
| HM/HW            | Hazardous Material/Hazardous Waste Code              |
| ITEM NAME        | Item Name  |
| KVA              | Kilovolt-Ampere                                      |
| Lab Annl         | Laboratory Analysis                                  |
| LOC              | Location   |
| M/V              | Mass/Volume  |
| MGT_CD           | Management Code                                      |
| MSC              | Material Screening                                   |
| MSDS             | Material Safety Data Sheet                           |
| PCB/PPM Con      | Polychlorinated Biphenyl/Parts Per Million Container |
| PERF             | Performed Code                                       |

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|            |                                      |
|------------|--------------------------------------|
| PIL/SEN    | Pilferable/Sensitive Code            |
| PMIC       | Precious Metals Indicator Code       |
| PRELOT     | Prelot                               |
| PTR        | Problem Tracking Report              |
| QTY        | Quantity                             |
| REIMB      | Reimbursement Code                   |
| S/P        | Special Processing Code              |
| SAIC       | Small Arms Indicator Code            |
| SCC        | Supply Condition Code                |
| SCL        | Scrap Classification List            |
| SCT        | Scrap Classification Term            |
| Serial No  | Serial Number                        |
| SHC        | Special Handling Code                |
| SHLF       | Shelf Life                           |
| SITE       | Site                                 |
| STOCK ID   | Stock ID Number (NSN/NIIN)           |
| UCN        | Unique Control Numbers               |
| UDJC       | Ultimate Disposal Justification Code |
| UI         | Unit of Issue                        |
| UNIT PRICE | Unit Price                           |
| WT/VOL     | Weight/Volume                        |

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## C2. PROPERTY ACCOUNTING

### Enclosure 13 - Consolidated Inquiry

This attachment provides the guidelines for constructing this user designed inquiry for requesting information on usable and scrap property in the DRMO inventory.

#### A. Accessing the Consolidated Inquiry

This inquiry can be accessed by selecting *INQUIRIES MENU* from the main menu and then selecting *CONSOLIDATED INQUIRIES* or by typing *udic10go*. The screen will display two inquiry options, one for DTIDs and one for scrap (see below). After the number of the option selected is typed, press <Enter>.

|                                   |
|-----------------------------------|
| Select one of the following items |
| 1. CONSOLIDATED DTID INQUIRY      |
| 2. CONSOLIDATED SCRAP INQUIRY     |
| 3. Exit the application.          |
| ENTER SELECTION:                  |

#### B. Entering Search Criteria

1. Selecting fields for inquiry. Any fields displayed on the screen where the cursor stops may be selected as criteria for the data search except the **DRMO RIC Field**. This field is constant and is automatically filled. For examples of criteria selected for a data search, see chart in paragraph H, this attachment. When entering search criteria, the field may be filled, but there could be more criteria to enter. The system will continue to accept additional search criteria, but it may scroll off the screen (vanish temporarily). To view the added criteria, use arrow keys.

**NOTE:** The *RECORD STATUS CODE* field will default to !Z (not Z), to include all the DTIDs for usable or all scrap records in the active inventory. To restrict the search to property in a specific Record Status Code, enter that code (e.g., A to select all records in Record Status Code A).

2. Helpful keys for entering search criteria.

- a. <RETURN> moves originator from one field to the next.
- b. <CTRL/U> moves originator to the previous field.
- c. <Tab> can be used to move quickly from one section of the screen to the next.

3. Correcting errors in the selection of search criteria. Three methods of correction noted below:

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a. First method: Move cursor to field where the mistake was entered and re-enter correct criteria. Be certain to use space key to remove any extra characters. *This method is not recommended since some characters that scrolled off the screen may be missed.*

b. Second method: Press <F13>/CLEAR TO FIND and re-enter all the search criteria.

c. Third method - Move the cursor to the field that needs correction and press <CNTRL/Y>. The contents from that field will be cleared. Re-enter the correct criteria. This method removes all the entries in that field and eliminates the possibility of missing characters that scrolled off the screen.

4. Requesting the results. After all search criteria have been entered, press F3 (to find). The system will then request a selection for the type of report for inquiry.

**NOTE:** If a RIC Suffix is not entered, the screen will display an error message requesting the DRMO RIC Suffix. Enter an \* to include the Type I and all Type IIs or restrict the search to a specific site by entering A or B, etc.

### C. Selecting the Type of Report

Three different types of reports can be created (see below). After selecting the report option, press <ENTER>.

|                                   |
|-----------------------------------|
| Select one of the following items |
| 1. User Defined Inquiry Reply     |
| 2. Short Form Inquiry Reply       |
| 3. Complete Inquiry Reply         |
| 4. Cancel Inquiry                 |
| ENTER SELECTION                   |

1. Option One (User Defined Inquiry Reply) allows a selection from a field for a report and also allows entry of a report title that will appear at the top of each page.

2. Option Two (Short Form Inquiry Reply) creates a report displaying one line per DTID or one line per scrap record. Fields displayed on that line are predetermined and cannot be changed.

3. In the Complete Inquiry Reply for DTID inquiries, each DTID takes up four lines and contains all fields available in *CONSOLIDATED INQUIRIES*. For scrap inquiries each scrap record takes up two lines and contains all fields available in *CONSOLIDATED INQUIRIES*.

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## D. Selecting Fields to Display

This paragraph applies to *USER DEFINED INQUIRY REPLIES* only. To continue with the *SHORT FORM INQUIRY REPLY* or the *COMPLETE INQUIRY REPLY*, go to paragraph E, this attachment. When selecting the *USER DEFINED INQUIRY REPLY OPTION*, the system will display a screen showing 36 different data fields for DTID inquiries and 16 fields for scrap inquiries. These fields require report space varying from 2 to 30 spaces for DTIDs and from 3 to 67 spaces for scrap. The number of spaces required for each field is displayed in parentheses after the field name. The system will accept fields using a maximum of 133 spaces.

**NOTE:** Three fields are already marked for display by default for DTID inquiries (DTID Number, Quantity on Hand, and Stock ID). This leaves 95 spaces in the report for the DTID inquiry. One field is marked for scrap inquiries (Scrap ID). The marked fields can be unmarked, see paragraph D2.

1. To mark a field to be printed position the cursor in front of the field name and enter an X, then press <Enter>.

2. To unmark a field, position the cursor in front of the field name and press the space bar, then press <Enter>.

3. When marking or unmarking a field and pressing <ENTER>, the number indicating report spaces remaining and available for use will be adjusted accordingly. If a field is marked causing the number of available report spaces to go below zero, the originator will not be able to proceed to the next screen until an unmarked a field or fields bringing the number back up to zero or greater is reached.

**NOTE:** By leaving more than 57 report spaces available for use, the reply will be formatted as a narrow report and can be viewed easily on the screen while in *DRMO REPORTS* (also called *ACCESS REPORTS*). When viewing *CONSOLIDATED INQUIRY REPLIES* in *DRMO REPORTS*, regardless of format, select *TYPE - WIDE*.

4. After marking all fields chosen for printing, continue by pressing F9, to Add/Update.

## E. Sorting Output

The screen for sort selection will be displayed by the system after correctly completing selection of the fields to display for the *USER DEFINED INQUIRY* or after selecting either the *SHORT FORM INQUIRY REPLY* or the *COMPLETE INQUIRY REPLY*. The screen for DTID inquiries will display 44 different fields, including 7 subfields from which to determine the sort selection. The screen for scrap sorts will contain 21 different fields for the sort selection. All three types of inquiries can be sorted according to user specifications.

1. To enter sort criteria, type the number that precedes the field name on the screen. If more than one field is needed for sorting, enter a comma after the first field number, then enter another field number. If a *USER DEFINED INQUIRY REPLY* is created, the sort selection will be restricted to fields marked for display.

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2. Sorts can be in either ascending or descending order and can be performed on one or more fields listed on the screen. The system automatically defaults to ascending order. To sort in descending order, enter the minus sign (-) in front of the field number.

3. If a field containing sub-fields is selected for sorting, the sub field is no longer a choice available for sorting. For example, if sorting on Stock ID, the NIIN/LSN field may not be chosen for sorting. Entering **39** (Stock ID) is actually the same as entering 40, 41, and 42 (FSC, NIIN/LSN, and Additional Data).

4. Before sorting the report in the order specified, results will be sorted by DRMO RIC Suffix first. Press <F9> (to add/update) after entering the list of sort fields.

**NOTE:** If the DTID Number field has not been specified as part of the sort list, it may be added to the end to prevent random order reports. Also, if the *SCRAP ID* field or a sub-field of it has not been specified as part of the sort list, it may be added to the end to prevent random order reports. These added fields will have no effect on the preceding sort criteria.

## F. Entering a Report Title

1. After completing the sort criteria selection, the system will display a field at the bottom of the sort screen which will request that the user enter a report title. This applies only to *USER DEFINED INQUIRY REPLIES*. If the *SHORT FORM INQUIRY REPLY* or *COMPLETE INQUIRY REPLY* is selected, go to paragraph G.

2. The title selected by the user will be displayed centered at the top of each page of the reply. If no title is entered, the default title will be "*USER DEFINED DTID REPLY*", for DTID inquiries and for scrap inquiries, the default title will be "*USER DEFINED SCRAP REPLY*".

3. Press F9 (add/update) this will generate a message at the bottom of the screen to complete the inquiry.

## G. Completing an Inquiry

1. After the system displays the report number for inquiry, record it for reference and identification in *DRMO REPORTS*. To complete the inquiry, press <RETURN>. The system will return to the menu on page 5 of this attachment.

2. When an inquiry is completed, it is placed in the WIDE section of *DRMO REPORTS* under the *MANAGEMENT* Increment. A complete collection of WIDE Reports may be required before newly created inquiry replies are listed. If a complete collection does not show the report number needed, the inquiry may not have had time to process and should be checked again the next day.

3. The first page of each reply lists the search criteria that were specified to create that reply. The search criteria can be used to identify an inquiry if the report number has been misplaced or forgotten.

## H. Designing Search Criteria

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Searches begin by entering a specific value(s) in one or more of the Consolidated Inquiry fields. Any field the cursor stops on may be used to enter search criteria, e.g., DTID Number, Record Status Code, Date Entered Inventory, etc. In addition to entering specific search criteria, a search may be initiated based on more general requirements by using metacharacters. The following is a description of the metacharacters in *CONSOLIDATED INQUIRY* and how they are used. (A metacharacter is a symbol or figure that is used in succession to another character, normally the preceding character is alpha or numeric. The following 8 metacharacters may be used in the Consolidated Inquiry for user designed searches.)

1. *The Wild Card (%)*. The wild card can be substituted for any value. For example, entering a DTID with the first position of **F** and a wild card in the second position will bring up all DTIDs starting with **F**. Entering a DTID with the first position of **F** and the second position of **D** and the wild card in the third position would bring up all DTIDs starting with **FD**, etc. The wild card may be used anywhere in the field and may be used more than once. The wild card may only be used in string fields; but, if it is to be used in a numeric date field, refer instead to the range metacharacter (-).

**NOTE:** The wild card should be used with caution since its search range is very broad and has the potential to initiate very long searches.

2. *The Question Mark (?)*. The question mark forces a character into the position occupied by the question mark. For example, entering a DODAAC with a wildcard and entering the question mark in the HM/HW field will bring up all records with that DODAAC that have a HM or HW in that field. This metacharacter may be used more than once and may occur anywhere in the search criteria. The question mark can only be used in string fields.

3. *The Square Brackets ([])*. The square brackets match a list of characters specified within the brackets to a character occupying the corresponding position in the returned field.

4. *Equal/Not Equal (=)/(!)*. The equal metacharacter will match values equal to values specified. The not equal metacharacter matches any values not specified by the search criteria that follow it. The not equal metacharacter should not be used in combination with the logical OR metacharacter (,) except under certain circumstances. See paragraph H9, this attachment, for information on combinations of metacharacters.

5. *The Range (-)*. The range metacharacter matches any values between and including those on either side of the dash.

6. *The Less Than (<)*. The less than metacharacter matches any value less than the value specified by the search criteria.

7. *The Greater Than (>)*. The greater than metacharacter matches any value greater than value specified by the search criteria.

8. *The Logical OR (,)*. Entering a comma in a field allows an entry of another like value in that same field. It will match values specified by either of the search criteria that surround it. One or more can be used in the same search string. For example, entering a DTID then a comma and another DTID will bring up both DTIDs. The comma can also be used in conjunction with other

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symbols. For example, !100,>10 in the quantity available field would bring up records with the quantity available that is not equal to 100, but is greater than 10.

#### 9. Combinations:

a. Search criteria can be designed using combination of any of the metacharacters previously mentioned. This can be very useful, but can also provide unexpected results when not used carefully. It is recommended when combinations of metacharacters are used, always double check the search criteria before pressing **F3** (to find).

b. The logical **OR** metacharacter (,) should not be used in combination with the not equal (!) except to include a search range excluded by the not equal. For example, if creating an inquiry containing all items whose sales referral numbers are not SYCA1N01 and not SYCA1L02. Entering the search criteria !SYCA1[LN]0[12] will exclude those two sales referral numbers, but will also exclude sales referral numbers SYCA1N02 and SYCA1L01. Since some records needed may have been excluded by the not equal (!), they can be re-included by using the logical OR. The resulting search criteria would be: !SYCA1[N02]0[12],SYCA1N02,SYCA1L01. Additional examples are given in the following chart:

| FIELD             | CRITERIA                | RESULTS   |
|-------------------|-------------------------|---|
| Quantity Received | 1-10,1000               | Records whose quantity received is from 1 to 10 or whose quantity received is 1000  |
| DTID Number       | FB%,WC%                 | DTIDs starting with FB or WC  |
| Date Ent Inv      | ,01/01/95,<br>.03/31/95 | Records whose date entered inventory is before January of 1995 or after March of 1995   |
| Quant on Hand     | !5-30,9 or<br><5,9,>30  | Records whose quantity on hand is less than 5, greater than 30, or 9 or records whose quantity on hand is less than 5, 9 or greater than 30 |
| Record Stat Cd    | ![ZAC]                  | Records whose record status code is anything other than A, C, or Z  |
| Unit Price        | >100!999                | Records whose unit price is more than 100 dollars but not 999 dollars   |

## I. Errors In Designing Search Criteria

Some of the common errors in designing search criteria and the recommended solutions are provided in the following examples:

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| Search:   | Search Items, Outcomes, End Solution  |
|---|---|
| <p><b>1. Field:</b></p> <p><b>Search Criteria:</b></p> <p><b>Expected Results:</b></p> <p><b>Actual Results:</b></p> <p><b>Explanation:</b></p> <p><b>Solution:</b></p> <p><b>Correct Criteria:</b></p> | <ul style="list-style-type: none"> <li>- <b>Date Received (or other date fields)</b></li> <li>- &gt;12/31/92,&lt;02/01/93</li> <li>- DTIDs received during January 1993</li> <li>- All DTIDs</li> </ul> <p>The user forgot that the comma metacharacter represents a logical OR. It does not represent a logical AND</p> <p>All dates fall either after 12/31/92 OR before 02/01/93.</p> <ul style="list-style-type: none"> <li>- Use the range metacharacter</li> <li>- 01/01/93-01/31/93</li> </ul>   |
| <p><b>2. Field:</b></p> <p><b>Search Criteria</b></p> <p><b>Expected Results:</b></p> <p><b>Actual Results:</b></p> <p><b>Explanation:</b></p>  | <ul style="list-style-type: none"> <li>- <b>Record Status Code (or other one character string fields)</b></li> <li>- !Z,!a or !Z,A</li> <li>- DTIDs in status other than Z or A</li> <li>- All DTIDs or DTIDs in status other than Z</li> </ul> <p>In the first situation, the user is reading the comma as AND, when it should be read as OR</p> <p>All statuses are either not Z or not A. In the second case, the "not equal" metacharacter should not be used in combination with the logical OR.</p> <p>When it is, it loses its meaning as soon as the comma is encountered. This means the "not equal" only applies to the Z and the records retrieved will be all those that are either not in Z status or are in A status.</p> |

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|  |   |
|--|---|
| <b>Search:</b>   | <b>Search Items, Outcomes, End Solution</b>   |
| <b>Solution:</b><br><b>Correct Criteria:</b>   | Don't use the ! in combination with the ,<br>![ZA]  |
| <b>3. Field:</b><br><b>Search Criteria:</b><br><b>Expected Results:</b><br><b>Actual Results:</b><br><b>Explanation:</b><br><br><b>Solution:</b><br><b>Correct Criteria:</b> | FSC (or other numeric fields)<br>23*<br>DTIDs in FSG 23<br>No records selected<br>The wild card metacharacter can only be used in string fields. Since the FSC field is numeric, the * loses its meaning and nothing is found.<br><br>Use the range metacharacter instead.<br>2300-2399 |

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## C2. PROPERTY ACCOUNTING

### Enclosure 14 - DRMO Reports by Category

This attachment contains a listing of the reports in DRMO REPORTS, also referred to as ACCESS REPORTS. These reports are listed by the following categories: DEMIL; DNSP; HM/HW; IDMS; Management; Marketing; RCP; RTD; Scrap; Warehousing; and Workload. These reports are listed in alphanumeric sequence based on the filename assigned to them. All the reports listed may not be available to all users due to: access restrictions; no data input to develop a report; or incomplete/nonfunctional programming.

#### DEMIL

(After entering I for Increment, enter W. DEMIL Reports are in the Warehousing Increment.)

| FILENAME | TYPE   | TITLE                             |
|----------|--------|-----------------------------------|
| udpd1202 | NARROW | DEMIL CHALLENGE DENIAL NOTICE     |
| udpd2501 | NARROW | DEMIL CODE CHANGE NOTICE          |
| udpd2521 | NARROW | OSB DEMIL CODE CHANGE NOTICE      |
| udwb4001 | RPTS   | DEMIL CERTIFICATION LIST          |
| udwb4001 | SPCFRM | DEMIL CERTIFICATION LIST/PLACARDS |
| udwb4101 | RPTS   | DEMIL SCRAP CERTIFICATION LIST    |
| udwb4101 | SPCFRM | DEMIL CERTIFICATION LIST/PLACARDS |
| udwb4201 | RPTS   | DEMIL REQUIRED (RESI-I)           |
| udwb43   | AUD    | PREPARE CERTIFICATES              |
| udwb44   | AUD    | PREPARE/SEND DEMIL CERTIFICATES   |

#### DNSP

(After entering I for Increment, enter D for DNSP Reports.)

| FILENAME | TYPE   | TITLE                                     |
|----------|--------|---|
| udna7001 | RPTS   | TSC ADDRESS CHANGE REPORT                 |
| udna7101 | RPTS   | CURRENT BMF STATUS                        |
| udna7201 | RPTS   | BMF WORKLOAD REPORT                       |
| udna7301 | RPTS   | BIDDERS ASSIGNED IN CALENDAR YEAR         |
| udna7401 | RPTS   | BIDDERS ASSIGNED IN CALENDAR YEAR         |
| udna7701 | RPTS   | LABELS PER IFB                            |
| udna7801 | RPTS   | BIDS PER IFB                              |
| udna8001 | RPTS   | TSC DATA REPORT                           |
| udna8101 | RPTS   | TSC CLEARED BIDDERS REPORT                |
| udna8201 | RPTS   | TSC VIOLATORS REPORT                      |
| udna8301 | RPTS   | BIDDER CONTROL WORKLOAD                   |
| udna8401 | WIDE   | BID BOND REPORT                           |
| udna8801 | RPTS   | SURETY REPORT                             |
| udna8901 | RPTS   | TOP 500 BUYERS REPORT                     |
| udna9001 | SPCFRM | DRMO LABELS IFB CATLG PEEL-OFF MAILLABELS |
| udna9002 | SPCFRM | DRMO LABELS MAILLABELS                    |
| udna9101 | SPCFRM | BANK GUARANTEE LABELS CHESHIRE 3 UPC      |

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| <b>DNSP Continued</b> |        |   |
|-----------------------|--------|---|
| udna9102              | SPCFRM | BANK GUARANTEE LABELS PEEL-OFF<br>MAILLABELS  |
| udna9201              | SPCFRM | LABELS BY CLASSES CHESHIRE 3 UPC              |
| udna9202              | SPCFRM | LABELS BY CLASSES PEEL-OFF<br>MAILLABELS      |
| udna9301              | SPCFRM | LABELS BY BID BOND CHESHIRE 3<br>UPC          |
| udna9302              | SPCFRM | LABELS BY BID BOND PEEL-OFF<br>MAILLABELS     |
| udna9401              | SPCFRM | LABELS BY STATUS CODES CHESHIRE<br>3 UPC      |
| udna9402              | SPCFRM | LABELS BY STATUS CODES PEEL-OFF<br>MAILLABELS |
| udna9501              | SPCFRM | GEOG LOCATION LABELS CHESHIRE 3<br>UPC        |
| udna9502              | SPCFRM | GEOG LOCATION LABELS PEEL-OFF<br>MAILLABELS   |
| udna9601              | SPCFRM | BIDDER LABELS CHESHIRE 3 UPC                  |
| udna9602              | SPCFRM | BIDDER LABELS PEEL-OFF<br>MAILLABELS          |
| udna9701              | SPCFRM | LABELS BY TYPE BUYERS CHESHIRE 3<br>UPC       |
| udna9702              | SPCFRM | LABELS BY TYPE BUYERS PEEL-OFF<br>MAILLABELS  |
| udna9901              | SPCFRM | CLASS/LOCATION WITH IFB 3 UPC                 |
| udna9902              | SPCFRM | CLASS/LOCATION WITH IFB<br>MAILLABELS         |
| udnc1026              | RPTS   | CMA's REQUIRED                                |
| udnc1068              | RPTS   | MANUAL EVALUATION BY SCO                      |
| udnc6300              | RPTS   | TIE COMPARISON SELECTION REPORT               |
| udnd2001              | RPTS   | FACILITY INSPECTION LIST                      |
| udng2501              | RPTS   | PAST DUE FACILITY INSPECTION                  |
| udng3001              | RPTS   | NOT CLOSED BID RECORDS                        |
| udnd6001              | WIDE   | LIST OF APPARENT SUCCESSFUL<br>BIDDERS        |
| udnd7001              | RPTS   | DELINQUENT FACILITY INSPECTION                |
| udnf8025              | RPTS   | REIMBURSEMENT STATUS REPORT                   |

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| <b>DNSP Continued</b> |        |   |
|-----------------------|--------|---|
| udng3001              | RPTS   | NOT CLOSED BID RECORDS                    |
| udnd6001              | WIDE   | LIST OF APPARENT SUCCESSFUL BIDDERS       |
| udnd7001              | RPTS   | DELINQUENT FACILITY INSPECTION            |
| udnf8025              | RPTS   | REIMBURSEMENT STATUS REPORT               |
| udnf8035              | RPTS   | TERM REIMBURSEMENT STATUS REPORT          |
| udnf8801              | RPTS   | SF 1080 REIMBURSEMENT                     |
| udng1501              | WIDE   | AUDIT REPORT                              |
| udng2001              | WIDE   | BID ABSTRACT REPORT                       |
| udng2501              | RPTS   | SUCCESSFUL BIDDERS LIST                   |
| udng3001              | WIDE   | TSC DOWNLOAD                              |
| udng3501              | RPTS   | BID AND DEPOSIT REGISTER                  |
| udng4001              | RPTS   | BDR 90 DAY CLRNCE HAZ PRPTY               |
| udnh1001              | WIDE   | OPEN SALES REPORT                         |
| udnh1501              | RPTS   | MNTHLY CNTRCTG TRANS                      |
| udnh2001              | WIDE   | ITEMS PENDING AWARE                       |
| udnh3001              | WIDE   | CONTRACT STATUS REPORT                    |
| udnj1001              | WIDE   | SALES DATA BY SCO REPORT                  |
| udnj1501              | WIDE   | SALES CONTRACT RECAP REPORT               |
| udnj2001              | RTPS   | MNTHLY AWARDED LINE ITEMS                 |
| udnj2501              | RTPS   | UNSUCCESSFUL BID SHEETS DESTR.            |
| udnj3001              | WIDE   | FACILITY INSPECTION LOG                   |
| udnk1001              | WIDE   | REIMBURSEMENT DATA REPORT                 |
| udnk1501              | RPTS   | SALES PROCEEDS BY SCL                     |
| udnk2001              | WIDE   | REIMBURSEMENT SUMMARY REPORT              |
| udnk3001              | WIDE   | REIMBURSEMENT BY OPNS OFC                 |
| udnk4001              | WIDE   | MILITARY SVCS REIMB SUMMARY               |
| udnk5001              | WIDE   | REIMBURSEMENT BY MILITARY SVCS            |
| udnl1501              | RPTS   | DRMS FORM 879 NOTICE TO BDRS              |
| udnl2001              | RPTS   | DRMS 915 STORAGE CHG BILLING              |
| udnl2501              | RPTS   | FORM 433 LIQUIDATED DAMAGES               |
| udnl3001              | RPTS   | SF 1049 PUBLIC REFUND VOUCHER             |
| udnl3501              | RPTS   | DRMS FORM 826 DEBT TRANSFER               |
| udnl4001              | RPTS   | DRMS 915 TERM BILLING                     |
| udnl4501              | RPTS   | FORM 1131 CASH COLLEC VOUCHER             |
| udnl5501              | RPTS   | FORM 233                                  |
| udnl6001              | RPTS   | SF 1080                                   |
| udnl6501              | RPTS   | SF 1081                                   |
| udnl8501              | WIDE   | DRMS FORM 860 DEFAULT NOTICE              |
| udnl9001              | RPTS   | DRMS FORM 714 AUDIT/CERT                  |
| udnl9120              | RPTS   | FORM 1578 BLOTTER                         |
| udnl9501              | RPTS   | DRMS FORM 63 SUPLMTRY SALE INFO           |
| udnl9601              | RPTS   | FORM 1583 TERM SALE RECAP SHEET           |
| udnl9701              | RPTS   | FORM 114D SUPLMTL AGREEMENT               |
| udnm1001              | SPCFRM | LSB LABELS MAILLABELS                     |
| udnm1501              | SPCFRM | UNOFFICIAL ABSTRACT LABELS MAILLABELS     |
| udnm2001              | SPCFRM | CONTRACT FOLDER LABELS MAILLABELS         |
| udnp8001              | RPTS   | DATA REVIEW SUMMARY                       |
| udnq1001              | RPTS   | ITEM STATUS JUSTIFICATION/REMARKS         |
| udnr1001              | RPTS   | DELINQUENT CONTRACTOR PERFORMANCE         |
| udnr1002              | RPTS   | INCOMPLETE CONTRACT FINANCIAL RECORDS     |
| udns5000              | AUD    | UPLOAD SALES REFERRALS TO DNSP            |
| udnu1001              | WIDE   | SUSPENSE ACCOUNT REPORT                   |
| udnu1068              | RPTS   | OUT FOR MANUAL EVALUATION BY SCO          |
| udnu2021              | RPTS   | CONTRACT SUSPENSE ACCOUNT STAT MNTHLY REP |

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| <b>DNSP Continued</b> |      |  |
|-----------------------|------|--|
| udnu2022              | RPTS | FUNDS STATUS MONTHLY REPORT            |
| udng3001              | RPTS | NOT CLOSED BID RECORDS                 |
| udnx1001              | WIDE | REFERRAL ITEMS BY DRMO/COMMODITY GROUP |
| udnx1501              | RPTS | REFERRAL ITEMS REQUIRING REVIEW        |
| udnx2001              | RPTS | REFERRAL ITEMS CATALOG STATUS          |
| udnx2501              | RPTS | REFERRAL ITEMS NOT ON IFB              |
| udnx3001              | RPTS | REFERRAL ITEMS REVIEWED BY PMS         |
| udnx4001              | RPTS | REFERRAL ITEMS RETURNED TO DRMO        |
| udnx4501              | RPTS | REFERRAL ITEMS BY TYPE SALE            |
| udnx5001              | RPTS | WAIVERS/WITHDRAWALS                    |
| udnx5501              | RPTS | 701 REPORT                             |
| udnx6001              | RPTS | ITEMS PREPARED BY CLERK                |
| udnx6501              | RPTS | DRMO POINTS OF CONTACT                 |
| udnx7001              | WIDE | GEOGRAPHIC LOCATIONS                   |
| udnx7501              | WIDE | MARKET PRICE REPORT                    |
| udnx8001              | RPTS | PHYSICAL LOCATION REPORT               |
| udnx8501              | RPTS | ITEMS REVIEWED BY PMS                  |
| udnx9001              | RPTS | FUND CITE REPORT                       |
| udnx9501              | WIDE | FUTURE SALES SCHEDULE                  |
| udny0501              | RPTS | TOTAL PROPERTY LIST ITEMS              |
| udny1001              | RPTS | CATALOG CODE REPORT                    |
| udny5001              | RPTS | REFERRAL ITEMS BY ESD                  |
| udny5501              | WIDE | SPECIAL FUNDING REPORT                 |
| udnz3000              | RPTS | WAIVER WITHDRAWAL                      |
| udnz3001              | RPTS | WAIVER/WITHDRAWALS TO DRMO             |
| udnz9001              | WIDE | IFB CATALOG                            |
| udnx1001              | WIDE | REFERRAL ITEMS BY DRMO/COMMODITY GROUP |
| udnx1501              | RPTS | REFERRAL ITEMS REQUIRING REVIEW        |
| udnx2001              | RPTS | REFERRAL ITEMS CATALOG STATUS          |
| udnx2501              | RPTS | REFERRAL ITEMS NOT ON IFB              |
| udnx3001              | RPTS | REFERRAL ITEMS REVIEWED BY PMS         |
| udnx4001              | RPTS | REFERRAL ITEMS RETURNED TO DRMO        |
| udnx4501              | RPTS | REFERRAL ITEMS BY TYPE SALE            |
| udnx5001              | RPTS | WAIVERS/WITHDRAWALS                    |
| udnx5501              | RPTS | 701 REPORT                             |
| udnx6001              | RPTS | ITEMS PREPARED BY CLERK                |
| udnx6501              | RPTS | DRMO POINTS OF CONTACT                 |
| udnx7001              | WIDE | GEOGRAPHIC LOCATIONS                   |
| udnx7501              | WIDE | MARKET PRICE REPORT                    |
| udnx8001              | RPTS | PHYSICAL LOCATION REPORT               |
| udnx8501              | RPTS | ITEMS REVIEWED BY PMS                  |
| udnx9001              | RPTS | FUND CITE REPORT                       |
| udnx9501              | WIDE | FUTURE SALES SCHEDULE                  |
| udny0501              | RPTS | TOTAL PROPERTY LIST ITEMS              |
| udny1001              | RPTS | CATALOG CODE REPORT                    |
| udny5001              | RPTS | REFERRAL ITEMS BY ESD                  |
| udny5501              | WIDE | SPECIAL FUNDING REPORT                 |
| udnz3000              | RPTS | WAIVER WITHDRAWAL                      |
| udnz3001              | RPTS | WAIVER/WITHDRAWALS TO DRMO             |

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### HM/HW

(After entering I for Increment, enter the appropriate code in parentheses.)

| FILENAME | TYPE   | TITLE                                   | CODE |
|----------|--------|---|------|
| UDIH0104 | WIDE   | ANNUAL RCRA REPORT                      | (G)  |
| udaz0301 | SPCFRM | HAZ WALL TO WALL<br>(DTID) PLACARDS     | (M)  |
| udaz0302 | SPCFRM | HAZ WALL TO WALL<br>(LOCATION) PLACARDS | (M)  |
| udng4001 | RPTS   | BDR 90 DAY CLRNC HAZ<br>PRPTY           | (D)  |

### MANAGEMENT

(After entering I for Increment, enter G for Management Reports.)

| FILENAME | TYPE | TITLE                                     |
|----------|------|---|
| UDIG4005 | WIDE | DAISY DAILY TTC RPT.                      |
| UDIG4202 | RPTS | DRMO DAILY TTC REPORT                     |
| UDIG4203 | RPTS | DRMO WEEKLY TTC REPORT                    |
| UDIG4204 | RPTS | DAISY WEEKLY TTC RPT.                     |
| UDIG4205 | RPTS | DAISY DAILY TTC                           |
| UDIG4506 | WIDE | DAISY WEEKLY TTC RPT.                     |
| UDIG6901 | RPTS | DRMO REPORT OF COMPARISON<br>RESULTS      |
| UDIR1501 | RPTS | CORE FSC GENERATION/REUTILIZATION         |
| UDIR1901 | RPTS | GENERATION BY FSC (DOLLARS)               |
| UDIR1902 | RPTS | REUTILIZATION BY FSC (DOLLARS)            |
| UDIR6101 | RPTS | REUT/FEDERAL CONDITION CODE               |
| UDIR6102 | RPTS | TRANSFER FEDERAL CONDITION CODE           |
| UDIR6103 | RPTS | DONATION FEDERAL CONDITION CODE           |
| UDIR6201 | RPTS | REUT/BRKOUT OF RTD BY SPLY COND<br>CD     |
| UDIR6202 | RPTS | TRANSFER/BRKOUT OF RTD BY SCD             |
| UDIR6203 | RPTS | DONATION/BRKOUT OF RTD BY SCD             |
| UDIR6301 | WIDE | PROPERTY CONDITION GENER. FCC<br>RPT      |
| UDIR6401 | RPTS | GEN % DOLLAR VALUE COMPARISON             |
| UDIR6402 | RPTS | GEN % DOLLAR VALUE COMPARISON             |
| UDIR6501 | RPTS | GEN/REUT R/NR \$ VAL WITHIN REGION        |
| UDIR6502 | RPTS | GEN/REUT R/NR \$ VALUE WITHIN DRMS        |
| UDIR7501 | RPTS | % INV RTD WITHIN REGION & DRMS            |
| UDIR7502 | RPTS | % INV REUT WITHIN REGION & DRMS           |
| UDIR7503 | RPTS | % INV TRANSFERRED WITHIN REGION &<br>DRMS |
| UDIR7504 | RPTS | % INV DONATED WITHIN REGION &<br>DRMS     |
| UDIR7701 | RPTS | GENERATION % TRANSACTION<br>COMPARISON    |
| UDIR7702 | RPTS | REUT % TRANSACTION COMPARISON             |
| udic1015 | WIDE | DTID REPLY - BY STOCK ID                  |

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|          |      |   |
|----------|------|---|
| udic1016 | WIDE | DTID REPLY - SITE LOCATION                    |
| udic1017 | WIDE | DTID REPLY - BY DTID LOCATION                 |
| udic1093 | WIDE | DTID REPLY - USER DEFINED FIELDS              |
| udic1095 | WIDE | DTID REPLY - USER DEFINED ORDER               |
| udic1097 | WIDE | SHORT FORM DTID REPLY - USER<br>DEFINED ORDER |
| udic4015 | WIDE | DTID REPLY - BY STOCK ID                      |

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### MANAGEMENT (continued)

| FILENAME | TYPE | TITLE   |
|----------|------|---|
| udic4016 | WIDE | DTID REPLY - BY SITE LOCATION                 |
| udic4017 | WIDE | DTID REPLY - BY DTID NUMBER                   |
| udic4075 | WIDE | SHORT FORM DTID REPLY - BY STOCK ID           |
| udic4076 | WIDE | SHORT FORM DTID REPLY - BY SITE LOCATION      |
| udic4077 | WIDE | SHORT FORM DTID REPLY - BY DTID NUMBER        |
| udic4093 | WIDE | DTID REPLY - USER DEFINED FIELDS              |
| udic4095 | WIDE | DTID REPLY - USER DEFINED ORDER               |
| udic4097 | WIDE | SHORT FORM DTID REPLY - USER DEFINED ORDER    |
| udic40   | AUD  | START BATCH CONSOLIDATED INQUIRY              |
| udic41   | AUD  | CANCEL BATCH CONSOLIDATED INQUIRY             |
| udic6015 | WIDE | DTID REPLY - BY STOCK ID                      |
| udic6016 | WIDE | DTID REPLY - BY SITE LOCATION                 |
| udic6017 | WIDE | DTID REPLY - BY DTID NUMBER                   |
| udic60   | AUD  | EXTRACT FOR CONSOLIDATED INQUIRIES RPT        |
| udig1306 | WIDE | 1143 RPT OF EXCESS/SURPLUS MATERIAL           |
| udig31   | AUD  | DAISY 1143 DATA FILE INTEGRITY CHK            |
| udig32   | AUD  | DAISY 1143 DATA FILE ARCHIVE                  |
| udig3301 | WIDE | DRMO 1143 CERTIFICATIONS RECEIVED             |
| udig33   | AUD  | DRMO 1143 CERTIFICATION STATUS                |
| udig34   | AUD  | PRODUCE DAISY 1143 REPORT                     |
| udig37   | AUD  | CREATE RIC FILE                               |
| udig38   | AUD  | DAISY 1143 CERT FILE ARCHIVE                  |
| udig39   | AUD  | DAISY 1143 CERT FILE INTEGRITY CHK            |
| udig40   | AUD  | DRMO 1143 DATA STATUS                         |
| udir1101 | RPTS | HIGH DOLLAR VALUE RECEIVED REPORT             |
| UDAC7510 | RPTS | SLIS WITHOUT XR1S OVER 30 DAYS (LOSING DRMO)  |
| UDAC7520 | RPTS | SLIS WITHOUT XR1S OVER 30 DAYS (GAINING DRMO) |
| UDAE4005 | WIDE | DAISY DAILY TTC RPT.                          |
| UDAE4506 | WIDE | DAISY WEEKLY TTC RPT.                         |
| UDAZ4202 | RPTS | DRMO DAILY TTC REPORT                         |
| UDAZ4203 | RPTS | DRMO WEEKLY TTC REPORT                        |
| UDAZ4204 | RPTS | DAISY WEEKLY TTC RPT.                         |
| UDAZ4205 | RPTS | DAISY DAILY TTC                               |
| UDMA0308 | WIDE | MKTG MNTHLY STATS BREAKOUT I/O COUNT          |
| UDMB1003 | WIDE | MARKETING BIMFE REPORT                        |

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|          |        |   |
|----------|--------|---|
| UDMC0207 | WIDE   | CNTR ERROR & STATS                        |
| UDMC0403 | SPCFRM | CONTRACT FORM 50 MAILLABELS               |
| UDMC0504 | SPCFRM | CNTR HI BID 12 CPI                        |
| UDMC0505 | SPCFRM | CNTR BID ABSTRACT 12 CPI                  |
| UDMC0507 | RPTS   | CNTR BIDDER AUDIT                         |
| UDMC0508 | SPCFRM | CNTR NON-SUCCESSFUL BDRS FL233            |
| UDMC0509 | SPCFRM | CNTR SUCCESSFUL BIDDER (WORK) 12<br>CPI   |
| UDMC0510 | SPCFRM | CNTR SUCCESSFUL BIDDER (CAMERA)<br>12 CPI |

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### MARKETING (continued)

(After entering I for Increment, enter M for Marketing Reports.)

| FILENAME  | TYPE   | TITLE                                 |
|-----------|--------|---------------------------------------|
| UDMC0511  | SPCFRM | CNTR CONTRACTS 1427                   |
| UDMC0512  | SPCFRM | CNTR LABELS MAILLABELS                |
| UDMC0513  | WIDE   | CNTR ERRORS AND STATS                 |
| UDMI0503  | WIDE   | ERRORS AND STATS                      |
| UDMI0509  | WIDE   | BDRS FINANCIAL STATUS & ERRORS        |
| UDMS0504  | SPCFRM | CYCLE PEEL-OFF MAILLABELS             |
| UDMS0505  | WIDE   | BIDDER UPDATE ERRORS                  |
| UDMS0506  | SPCFRM | CYCLE CHESIRE 3 UPC                   |
| UDMS0507  | WIDE   | PRESALE PENDING BOD LIST & STATS      |
| UDMS0512  | WIDE   | BDR FINANCIAL STATUS UPDATE<br>ERRORS |
| UDMS0513  | WIDE   | CORRECTED PH1/PH2 PRESALE INPUTS      |
| UDMS0517  | SPCFRM | SBR PEEL-OFF LABELS MAILLABELS        |
| udaa11    | AUD    | CHECK ASSET VS EVENT COUNTS           |
| udaa20    | AUD    | UPLOAD ONE DAYS ASSETS                |
| udaa30    | AUD    | PULL ALL SCRAP RECORDS                |
| udaa35    | AUD    | PULL ASSETS BY DRMO RIC               |
| udaa40    | AUD    | PULL ALL DTID RECORDS                 |
| udaa45    | AUD    | PULL ASSETS BY TRAN BATCH #           |
| udaa50    | AUD    | LOAD ASSOC. ASSET TABLES              |
| udaa52    | AUD    | LOAD ASSET/SCRAP TABLES               |
| udaa6001  | AUD    | RECORDS NOT LOADED                    |
| udaa70    | AUD    | CHECK ASSET VS EVENT COUNTS           |
| udaa90    | AUD    | TIER 2 DATA BASE PURGE LOG            |
| udaa95    | AUD    | TIER 2 DATA BASE PURGE CANCEL LOG     |
| udae10    | AUD    | EVENT HISTORY                         |
| udae11    | AUD    | PULL EVENT BY TRAN BATCH #            |
| udar20    | AUD    | COMMENT TTCS FOR RECONCILE            |
| udaz1720  | SPCFRM | USABLE PROPERTY PLACARDS              |
| udaa95    | AUD    | TIER 2 DATA BASE PURGE CANCEL LOG     |
| udaz17 ** | AUD    | USABLE PROPERTY PLACARDS              |
| udaz1920  | SPCFRM | SEL. USABLE PROP. PLACARDS            |
| udaz6020  | RPTS   | DTID EXTRACT BY STK ID RPT            |
| udaz6030  | RPTS   | DTID EXTRACT BY STK ID (HARDCY)       |
| udaz6040  | RPTS   | DTID EXTRACT BY SITE LOCATION         |
| udaz6050  | RPTS   | DTID EXTRACT BY SITE LOC (HARDCY)     |
| udaz75    | RPTS   | BID OPENING DATE STATUS CHANGE        |

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### RCP

(After entering I for Increment, enter A. RCP Reports are in different increments.)

| FILENAME        | TYPE          | TITLE                                     |
|-----------------|---------------|---|
| UDNG2001        | WIDE          | BID ABSTRACT REPORT                       |
| <i>UDNI0100</i> | <i>RPTS</i>   | <i>RCP REFERRAL LOAD REPORT</i>           |
|                 |               |   |
| UDPR1505        | RPTS          | RCP ADJUSTMENTS                           |
| UDPR1507        | RPTS          | INVALID DIC LIST                          |
| <i>UDPR1508</i> | <i>RPTS</i>   | <i>RCP INCOMING TRANSACTION REPORT</i>    |
| UDPR5202        | WIDE          | OPEN A5A QTRLY LIST                       |
| UDPR5301        | WIDE          | A5E ON SUSPENSE MORE THAN 7 DAYS          |
| UDPR6502        | RPTS          | ARO LIST                                  |
| UDPR6504        | RPTS          | XS7 DISCREPANCY REPORT                    |
| UDPR6901        | RPTS          | XS6 DNSP DISCREPANCY REPORT               |
| UDPR7002        | RPTS          | AC6 CANCELLATION LIST                     |
| UDPR7502        | RPTS          | A6A DENIAL LIST                           |
| UDPR8201        | WIDE          | RCP ASSET SCREENING REPORT                |
| <i>UDPR8901</i> | <i>SPCFRM</i> | <i>RCP A5E MRO</i>                        |
| UDPR90SLI       | RPTS          | <i>A5E TO DTID CURRENT SUSPENSE LIST</i>  |
| <i>UDPR9001</i> | <i>RPTS</i>   | <i>A5E TO DTID CURRENT SUSPENSE LIST</i>  |
| <i>UDPR9502</i> | <i>WIDE</i>   | <i>AUTODIN OUTPUT HEADER/TRAILER LIST</i> |
| <i>UDPR9504</i> | <i>WIDE</i>   | <i>A5A/A5J DAILY OUTPUT LIST</i>          |

### RTD

(After entering I for Increment, enter R for RTD.)

| FILENAME | TYPE   | TITLE                                      |
|----------|--------|--|
| UDRL1003 | RPTS   | REQUISITIONS IN PCH&T FOR DRMO             |
| UDRL1005 | RPTS   | REQUISITIONS IN PCH&T FOR DRMS             |
| UDRL2502 | WIDE   | DRMS RPT OF MILSTRIP REQ PROC              |
| UDRL3002 | RPTS   | DRMO MILSTRIP DENIALS BY MGT CD            |
| UDRL3502 | RPTS   | DRMS RPT OF MILSTRIP<br>REJECT/STATUS CODE |
| UDRP3602 | SPCFRM | 1348 LABELS 12 LNLB                        |
| UDRP4001 | SPCFRM | 1348-1 REQUISITIONS 1348                   |
| UDRR1001 | RPTS   | FES/FAS NOTICE HISTORY RPT                 |
| UDRR1201 | RPTS   | FES LOW \$ VALUE SUMMARY                   |
| UDRR2501 | RPTS   | INDIV ACT INTERROG STATS-COL               |
| UDRR2502 | RPTS   | INDIV ACT INTERROG STATS-MEMPHIS           |
| UDRR2503 | RPTS   | INDIV ACT INTERROG STATS-OGDEN             |
| UDRR2504 | RPTS   | INDIV ACT INTERROG STATS-EUROPE            |
| UDRR2505 | RPTS   | INDIV ACT INTERROG STATS-PACIFIC           |
| UDRR2701 | RPTS   | HQ INTERROGATION STATS                     |
| UDRR2801 | WIDE   | ON-LINE INTERROG STATS-ARMY                |
| UDRR2802 | WIDE   | ON-LINE INTERROG STATS-NAVY                |
| UDRR2803 | WIDE   | ON-LINE INTERROG STATS-AIR FORCE           |
| UDRR2804 | WIDE   | ON-LINE INTERROG STATS-MARINES             |

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**RTD (continued)**  
**(After entering I for Increment, enter R for RTD.)**

| FILENAME | TYPE   | TITLE                                |
|----------|--------|--------------------------------------|
| UDRR2805 | WIDE   | ON-LINE INTERROG STATS-DLA           |
| UDRR2806 | WIDE   | ON-LINE INTERROG STATS-OTHER         |
| UDRR2807 | WIDE   | ON-LINE INTERROG STATS-ALL SERVICES  |
| UDRR2808 | WIDE   | ON-LINE INTERROG STATS-DRMS-HQ       |
| UDRR2809 | WIDE   | ON-LINE INTERROG STATS-COLUMBUS      |
| UDRR2810 | WIDE   | ON-LINE INTERROG STATS-MEMPHIS       |
| UDRR2811 | WIDE   | ON-LINE INTERROG STATS-OGDEN         |
| UDRR2812 | WIDE   | ON-LINE INTERROG STATS-EUROPE        |
| UDRR2813 | WIDE   | ON-LINE INTERROG STATS-PACIFIC       |
| UDRR2814 | WIDE   | ON-LINE INTERROG STATS-ALL DRMS      |
| UDRR2815 | WIDE   | ON-LINE INTER STAT-ALL SVC-ALL DRMS  |
| UDRR2901 | WIDE   | TIMED INTERROGATION STATS            |
| UDRR4101 | RPTS   | EPPL/GSA ITEM SMRY                   |
| UDRR4301 | RPTS   | NSN INTERROGATION OF REQUISITIONS    |
| UDRR4501 | RPTS   | NSN INTERROG OF INTERROGATIONS       |
| UDRR4801 | RPTS   | RTD REUT PROMO METHODS BY FSC        |
| UDRR5401 | RPTS   | GEN/REUT BY AGENCY RPT               |
| UDRR5901 | WIDE   | PROP COND GEN BY SPLY COND CODE      |
| UDRR6101 | RPTS   | GEN/REUT RPT/NON-RPT                 |
| UDRR6701 | RPTS   | REUT RECOUPMENT \$ VALUE-ICP         |
| UDRR6702 | RPTS   | REUT RECOUPMENT \$ VALUE-NON-ICP     |
| UDRR6703 | RPTS   | REUT RECOUP \$ VALUE-ICP/NON-ICP     |
| UDRR6901 | RPTS   | REUT RECOUPMENT TRNS-ICP             |
| UDRR6902 | RPTS   | REUT RECOUPMENT TRANS-NON-ICP        |
| UDRR7000 | RPTS   | REUT % \$ VALUE RECOUPMENT           |
| UDRR8401 | RPTS   | RTD RPTBLE ITMS REQ DESCR ANALYSIS   |
| UDRR9401 | RPTS   | FES NOTICE ICP REUT SMRY             |
| UDRR9601 | WIDE   | INDIV ACTVTY FES/FAS NOTICE SMRY     |
| UDRR9801 | RPTS   | FREEZE SMRY F/RQSTING RIC ONLY       |
| UDRR9803 | RPTS   | FREEZE SMRY FOR SELECT DRMO          |
| UDRR9804 | RPTS   | FREEZE SMRY DRMR WITH DRMOS          |
| UDRT4210 | WIDE   | CUSTOMER MAILING LIST                |
| UDRT4220 | SPCFRM | CUSTOMER MAILING LABELS MAILLABELS   |
| udrd1000 | WIDE   | ITEMS REQUIRING DRMS DESCRIPTION     |
| udrd10   | AUD    | EXT. ITEMS REQ. IDMS DESC.           |
| udrd1101 | WIDE   | ITEMS REQ. DESC. ACT. BY DRMS        |
| udrd2000 | WIDE   | ITEMS REQUIRING DRMO DESCRIPTIONS    |
| udrd1101 | WIDE   | ITEMS REQ. DESC. ACT. BY DRMS        |
| udrd2000 | WIDE   | ITEMS REQUIRING DRMO DESCRIPTIONS    |
| udrd2050 | WIDE   | ITEMS REQUIRING DESC. ACTION BY DRMO |
| udrd20   | AUD    | LOAD ITEMS NEEDING DESC.             |

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|          |      |                                     |
|----------|------|-------------------------------------|
| udrd30   | AUD  | EXT. VALID. DESC. FOR IBM           |
| udrd3300 | RPTS | SPECIAL VISIBILITY REJECTION REPORT |
| udrd40   | AUD  | ASSIGN SCREENING DATES/CODES        |
| udrd42   | AUD  | ASSIGN RECORD STATUS CODES          |
| udrd43   | AUD  | EXT. SPEC. VISIBILITY FOR IBM       |
| udrd52   | AUD  | LOAD RID VALIDATION INDICATOR       |

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**RTD (continued)**  
**(After entering I for Increment, enter R for RTD.)**

| <b>FILENAME</b> | <b>TYPE</b> | <b>TITLE</b>                                |
|-----------------|-------------|---|
| udrd56          | AUD         | LOAD NEW DESC. STATUS CODES                 |
| udrd6000        | WIDE        | DRMS ITEMS REQUIRING DESCRIPTION            |
| udre9001        | RPTS        | IDMS NEEDS DESCRIPTION                      |
| udre9002        | RPTS        | IDMS DESCRIPTION LOCATION                   |
| udre9003        | RPTS        | DATA PASSED TO GSA-S.V.                     |
| udre9005        | RPTS        | DELETE DESCRIPTION                          |
| udre9050        | AUD         | INVALID DTID CHECK                          |
| udre90          | AUD         | LOAD DTIDS WITH NOTICE DATA                 |
| udre9250        | AUD         | INVALID DTID CHECK                          |
| udre92          | AUD         | LOAD DTIDS WITH NOTICE DATA                 |
| udrf10          | AUD         | FREEZE QTY. CHNG NOT. FOR GSA               |
| udrf20          | AUD         | ADD/MODIFY/CANCEL FREEZES                   |
| udrf2101        | RPTS        | FREEZE CANCELLATION NOTICES                 |
| udrf2400        | RPTS        | COMBINE NSN FREEZE RESULTS<br>EXTRACT       |
| udrf31          | AUD         | LOAD NSN FREEZE DATA                        |
| udrf36          | AUD         | LOAD FSC FREEZE DATA                        |
| udrf4210        | RPTS        | NSN FREEZE RELEASE NOTICES                  |
| udrf4220        | RPTS        | FSC FREEZE RELEASE NOTICES                  |
| udrf4410        | RPTS        | NSN OVERRIDDEN FREEZE NOTICES               |
| udrf4420        | RPTS        | FSC OVERRIDDEN FREEZE NOTICES               |
| udrf4601        | WIDE        | NSN FREEZE RESULTS                          |
| udrf4801        | WIDE        | FSC FREEZE RESULTS                          |
| udrf50          | AUD         | ACTIVATE FREEZE STATUS                      |
| udrf5201        | RPTS        | DTID FREEZE NOTICES                         |
| udrf60          | AUD         | EXTRACT OF FREEZES REACHING<br>RELEASE DATE |
| udrf6201        | RPTS        | AUTOMATIC FREEZE CANCELLATION<br>NOTICES    |
| udrf6600        | RPTS        | BUILD EXPIRING FREEZES EXTRACT              |
| udrf6801        | RPTS        | EXPIRING FREEZE NOTICE                      |
| udrf7000        | RPTS        | REQUEST FOR INDEFINITE FREEZE               |
| udrf74          | AUD         | EXTRACT FOR OVR 120 DAYS FRZ RPTS           |
| udrf7801        | RPTS        | INDEFINITE FREEZE SUMMARY REPORT            |
| udrf8000        | RPTS        | REQUEST FOR NSN FREEZE SUMMARY<br>REPORT    |
| udrf8300        | RPTS        | PARTIAL NSN FREEZE SUMMARY                  |
| udrf84          | AUD         | EXTRACT FOR NSN FREEZE SUMMARY              |
| udrf8600        | AUD         | NSN FREEZE SUMMARY REPORT                   |
| udrf9000        | RPTS        | REQUEST FOR FSC FREEZE SUMMARY<br>REPORT    |
| udrf9300        | RPTS        | PARTIAL FSC FREEZE SUMMARY<br>REPORT        |
| udrf9400        | AUD         | EXTRACT FOR FSC FREEZE SUMMARY<br>REPORT    |
| udrf94          | AUD         | EXTRACT FSC FREEZE SUMMARY                  |

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|          |      |                                   |
|----------|------|-----------------------------------|
|          |      | REPORT                            |
| udrf9801 | RPTS | FSC FREEZE SUMMARY REPORT         |
| udrn2000 | RPTS | NOTICE DATA                       |
| udrn2002 | RPTS | FRONT END SCREENING DISPLAY       |
| udrn20   | RPTS | NOTICE DATA                       |
| udrn6000 | WIDE | LOCAL AREA SCREENING LIST         |
| udrn60   | AUD  | PREPARE LOCAL AREA SCREENING LIST |
| udrn6200 | WIDE | LOCAL AREA SCREENING LIST         |

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**RTD**  
**(After entering I for Increment, enter R for RTD.)**

| <b>FILENAME</b> | <b>TYPE</b> | <b>TITLE</b>                                 |
|-----------------|-------------|--|
| udrn7000        | WIDE        | DONATION SCREENING LIST                      |
| udrn70          | AUD         | PREPARE DONATION SCREENING LIST              |
| udrn7200        | WIDE        | DONATION SCREENING LIST                      |
| udrp3405        | SPCFRM      | 1348-1S 1348                                 |
| udrp4001        | SPCFRM      | 1348-1 REQUISITIONS 1348                     |
| udrp4502        | RPTS        | MILSTRIP HISTORY INTERROGATIONS              |
| udrp60          | AUD         | LOAD MILSTRIP REQUISITIONS                   |
| udrp6801        | RPTS        | MILSTRIP DAILY TRANX LIST                    |
| udrp73          | AUD         | EXTRACT DAILY TRANX AND 1348S                |
| udrp74          | AUD         | LOAD MILSTRIP TABLES                         |
| udrr34          | AUD         | PREPARE DELINQ. RID RPT.                     |
| udrr3501        | RPTS        | DRMO DELINQ. UNIQUE RID FOLLOW-UP            |
| udrr3701        | RPTS        | DRMS DELINQ. UNIQUE RID FOLLOW-UP            |
| udrs2003        | RPTS        | PICKING SLIP                                 |
| udrs2004        | RPTS        | CANCEL PICKING SLIP                          |
| udrs20          | AUD         | CREATE/FORMAT PICK. SLIPS                    |
| udrs2303        | RPTS        | GSA PICKUP OVERDUE NOTICE                    |
| udrs23          | AUD         | CREATE/FORMAT GSA OVERDUE NOTICE             |
| udrs2401        | RPTS        | GSA PICK-UP OVERDUE                          |
| udrt11          | AUD         | LOAD SCREENING TABLE (UDURSCRN)              |
| udrt13          | AUD         | LOAD FES SERVICE AGENCY AND FCC (UDURFCCD)   |
| udrt15          | AUD         | LOAD FSC TABLE (UDURFSCL)                    |
| udrt17          | AUD         | LOAD FSC FREEZE TABLE (UDURFSCD)             |
| udrt25          | AUD         | LOAD CYCLE DATE TABLE (UDURCYCD)             |
| udrt80          | AUD         | UNLOAD SCREENING TABLE (UDURSCRN)            |
| udrt82          | AUD         | UNLOAD FES SERV AGENCY AND FCC (UDURFCCD)    |
| udrt84          | AUD         | UNLOAD FSC TABLE (UDURFSCL)                  |
| udrt86          | AUD         | UNLOAD FSC AND FES SERVICE/AGENCY (UDURFSCD) |
| udrz10          | AUD         | DAILY RTD/WAREHOUSING INTERFACE              |
| udrz14          | AUD         | LOAD DTID/DESC. TABLES                       |
| udrz2000        | RPTS        | RTD PROCESSING PHASES                        |
| udrz20          | AUD         | WEEKLY RTD/WAREHOUSING INTERFACE             |

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## SCRAP

(After entering I for Increment, enter M. Scrap Reports are in the Marketing Increment.)

| FILENAME | TYPE   | TITLE                                       |
|----------|--------|---|
| udaz6120 | RPTS   | SCRAP EXTRACT - BY SCRAP ID                 |
| udic1025 | WIDE   | SCRAP REPLY - BY SCRAP ID                   |
| udic1026 | WIDE   | SCRAP REPLY - BY SITE LOCATION              |
| udic1094 | WIDE   | SCRAP REPLY - USER DEFINED FIELDS           |
| udic1096 | WIDE   | SCRAP REPLY - USER DEFINED ORDER            |
| udic1098 | WIDE   | SHORT FORM SCRAP REPLY - USER DEFINED ORDER |
| udic4025 | WIDE   | SCRAP REPLY - BY SCRAP ID                   |
| udic4026 | WIDE   | SCRAP REPLY - BY SITE LOCATION              |
| udic4085 | WIDE   | SHORT FORM SCRAP REPLY - BY SCRAP ID        |
| udic4086 | WIDE   | SHORT FORM SCRAP REPLY - BY SITE LOCATION   |
| udic4094 | WIDE   | SCRAP REPLY - USER DEFINED FIELDS           |
| udic4096 | WIDE   | SCRAP REPLY - USER DEFINED ORDER            |
| udic4098 | WIDE   | SHORT FORM SCRAP REPLY - USER DEFINED ORDER |
| udic6025 | WIDE   | SCRAP REPLY - BY SCRAP ID                   |
| udic6026 | WIDE   | SCRAP REPLY - BY SITE LOCATION              |
| udwb4101 | RPTS   | DEMIL SCRAP CERTIFICATION LIST              |
| udwb4101 | SPCFRM | DEMIL SCRAP CERTIFICATION LIST PLACARDS     |
| udwx20   | AUD    | CREATE SCRAP WEIGHT FLAT FILES              |
| udwx25   | AUD    | LOAD SCRAP ID TABLE                         |
| udwx6020 | RPTS   | RSC FREQUENCY DISTR. FOR SCRAP              |

## WAREHOUSING

(After entering I for Increment, enter W for Warehousing Reports.)

| FILENAME | TYPE   | TITLE                           |
|----------|--------|---------------------------------|
| UDWARCPT | RPTS   | RECEIPT CRASHES                 |
| UDWTO400 | WIDE   | RIC/DODAAC REPORTS              |
| udpn50   | AUD    | NSN DOWNLOAD LOG                |
| udpn60   | AUD    | CREATE NSN REQUESTS             |
| udpn62   | AUD    | COMPARE DRMO & CORP NSN FILES   |
| udpn7701 | RPTS   | NSN CHAR. CHANGE NOTICE         |
| udpn90   | AUD    | LOAD NSN CHARACTERISTICS        |
| udpn92   | AUD    | LOAD DRMS NSN CHARACTERISTICS   |
| udpn95   | AUD    | NSN REQUEST PREPARATION         |
| udpn96   | AUD    | CREATE NSN REQUESTS FOR UPDATES |
| udwd3030 | AUD    | ABANDONMENT/DESTRUCTION REPORT  |
| udwb3040 | SPCFRM | DOWNGRADE REPORT PLACARDS       |
| udwb3050 | AUD    | MOVE TO SALES REPORT            |
| udwb3060 | AUD    | SEND PROPERTY MOVEMENT DATA     |

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|          |        |  |
|----------|--------|--|
| udwb3301 | RPTS   | ABANDONMENT/DESTRUCTION REPORT             |
| udwb3301 | SPCFRM | ABANDONMENT/DESTRUCTION REPORT<br>PLACARDS |
| udwb3401 | RPTS   | DOWNGRADE REPORT                           |

### WAREHOUSING (continued)

(After entering I for Increment, enter W for Warehousing Reports.)

| FILENAME | TYPE   | TITLE                                 |
|----------|--------|---------------------------------------|
| udwb3401 | SPCFRM | DOWNGRADE REPORT PLACARDS             |
| udwb3501 | RPTS   | MOVE TO SALES REPORT                  |
| udwb5200 | RPTS   | CORP TRANSFER ACCTS RCD CNTS          |
| udwb5400 | RPTS   | DRMO TRANSFER ACCTS RCD CNTS          |
| udwb54   | AUD    | TRANSFER ACCTS, LOSING DRMO           |
| udwb55   | AUD    | TRNSF ACCTS, FWD DATA TO GAIN<br>DRMO |
| udwb56   | AUD    | TRANSFER ACCTS, GAINING DRMO          |
| udwb5810 | RPTS   | SLH DAILY TRANSACTIONS                |
| udwb5910 | RPTS   | SLH PROPERTY DUE-IN                   |
| udwb60   | RPTS   | DOWNGRADE AFTER RECEIPT               |
| udwb93   | RPTS   | WAREHOUSE STORAGE REPORT              |
| udwb94   | RPTS   | STORAGE LOCATION SUMMARY              |
| udwc1001 | RPTS   | RESI B PART 1                         |
| udwc1002 | RPTS   | RESI B PART 2                         |
| udwc1003 | RPTS   | RESI B PART 3                         |
| udwc1011 | SPCFRM | RESI B PART 1 PLACARDS                |
| udwc10   | AUD    | DEFINE RESI-B PROPERTY                |
| udwg21   | AUD    | LOAD SALES ACCUMULATION DATE          |
| udwt02   | AUD    | LOAD RIC/DODAAC TABLE                 |
| udwt04   | AUD    | PREPARE RIC/DODAAC RPTS               |
| udwx1801 | RPTS   | DUPLICATE DTID NOTICE                 |
| udwx26   | AUD    | LOAD STORAGE LOCATIONS                |
| udwx30   | AUD    | DELETE OLD HISTORY RECORDS            |
| udwx32   | AUD    | CREATE HISTORY FLAT FILES             |
| udwx35   | AUD    | LOAD WORK TABLES TO HISTORY           |
| udwx40   | AUD    | DELETE DTIDS AFTER 28 DAYS            |
| udwx50   | AUD    | DELETE PMR RECORDS AFTER 365<br>DAYS  |
| udwx6010 | RPTS   | RSC FREQUENCY DISTRIBUTION<br>REPORT  |
| udwx60   | AUD    | PREPARE RSC FREQ DISTR LOG            |
| udwx95   | AUD    | CREATE NEW NSN REQUESTS               |
| udwx96   | AUD    | CREATE NSN REQUESTS FOR UPDATES       |
| udwx97   | AUD    | CREATE NSN REQUEST FLAT FILES         |
| udwx98   | AUD    | REQUEST RETROFIT NIINS FOR DTIDS      |
| udwx99   | AUD    | RQST RETROFIT NIINS FOR PMR           |

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**WORKLOAD**  
**(After entering I for Increment, enter G. Workload Reports are in the Management Increment.)**

| FILENAME | TYPE | TITLE                             |
|----------|------|-----------------------------------|
| udwb3010 | AUD  | CREATE WORKLOAD VISIBILITY COUNTS |
| udwb30   | AUD  | PREPARE WORKLOAD REPORTS          |
| udwb31   | AUD  | RUN WORKLOAD REPORTS              |
| udwb3601 | RPTS | WORKLOAD VISIBILITY               |

\* Identifies Two Or More Consecutive Reports With The Same Title.

\*\* Identifies Report Output As Placards

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## **C2. PROPERTY ACCOUNTING**

### **Enclosure 15 - Data Fields and Screens Available for Inventory Corrections**

#### **1. Fields Available For Correction In The Basic Accountable Record Adjustment (Correction) Screen**

##### **a. RECORDS ENTERED WITH AN NSN:**

ADD DATA  
DAC - DISPOSAL AUTHORITY CODE  
DATE RECVD - DATE RECEIVED  
MGT CD - MANAGEMENT CODE  
RSC - RECORD STATUS CODE  
U/I - UNIT OF ISSUE  
UPDATE DESC - UPDATE DESCRIPTION

##### **b. RECORDS ENTERED WITH AN LSN**

ADD DATA  
DAC - DISPOSAL AUTHORITY CODE  
DATE RECVD - DATE RECEIVED  
ITEM NAME  
RSC - RECORD STATUS CODE  
MGT CD - MANAGEMENT CODE  
U/I - UNIT OF ISSUE  
UPDATE DESC - UPDATE DESCRIPTION

#### **2. Fields Available For Correction In The DTID Restart Screen (Double DTID Restarts Required For NSN To LSN To NSN)**

##### **a. RECORDS ENTERED WITH AN NSN**

A/CD - ACTION CODE  
ACC/CD - ACCOUNTING  
ADD DATA  
DEMIL CHLG - DEMIL CHALLENGE  
DIPEC REPORT NO.  
FCC - FEDERAL CONDITION CODE  
HAZ CHLG - HAZARDOUS CHALLENGE CODE  
HM/HW - HAZARDOUS MATERIAL  
HAZARDOUS WASTE CODE  
MSC - MATERIAL SCREENING CODE  
REIM - REIMBURSEMENT CODE  
SHC - SPECIAL HANDLING CODE  
SLS REF NO. - SALES REFERRAL NO.  
STOCK ID  
U/I UNIT OF ISSUE

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b. RECORDS ENTERED WITH AN NSN IN RECORD STATUS Z

A/CD - ACTION CODE  
ACC/CD - ACCOUNTING  
ADD DATA  
DEMIL CHLG - DEMIL CHALLENGE  
DEMIL PRF CD - DEMIL PERFORMED CODE  
DIPEC REPORT NO.  
DUP - DEPRECIATED UNIT PRICE  
FCC - FEDERAL CONDITION CODE  
HAZ CHLG - HAZARDOUS CHALLENGE CODE  
HM/HW - HAZARDOUS MATERIAL  
HAZARDOUS WASTE CODE  
MSC - MATERIAL SCREENING CODE  
QTY ON/H - QUANTITY ON HAN  
REIM - REIMBURSEMENT CODE  
SHC - SPECIAL HANDLING CODE  
SLS REF NO. - SALES REFERRAL NO.  
STOCK ID  
U/I UNIT OF ISSUE

c. RECORDS ENTERED WITH AN LSN IN RSC Z

A/CD - ACTION CODE  
ACC/CD - ACCOUNTING  
ADD DATA  
ADPE IN - AUTOMATIC DATA PROCESSING INDICATOR CODE  
DEMIL - DEMIL CODE  
DEMIL CHLG - DEMIL CHALLENGE  
DEMIL PRF CD - DEMIL PERFORMED CODE  
DIPEC REPORT NO.  
DUP - DEPRECIATED UNIT PRICE  
FCC - FEDERAL CONDITION CODE  
HAZ CHLG - HAZARDOUS CHALLENGE CODE  
HM/HW - HAZARDOUS MATERIAL  
HAZARDOUS WASTE CODE  
ITEM NAME  
MSC - MATERIAL SCREENING CODE  
PIL/SENS - PILFERABLE SENSITIVE CODE  
PMIC - PRECIOUS METALS INDICATOR CODE  
QTY ON/H - QUANTITY ON HAND  
REIM - REIMBURSEMENT CODE  
SAIC - SMALL ARMS INDICATOR CODE  
SHC - SPECIAL HANDLING CODE  
SLS REF NO. - SALES REFERRAL NO.  
STOCK ID  
U/I - UNIT OF ISSUE  
U/P - UNIT PRICE

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3. One field for correction in "CHANGE TO QTY O/H" SCREEN - QTY ON/H
4. One field for correction in "DTID CORRECTION" SCREEN - DTID NO.
5. One field for correction in "CHANGE TO QTY AVAIL" SCREEN - QTY AVAIL
6. One field for correction in "CHANGE RSC TO Z" SCREEN - RSC
7. One field for correction in "XR3 DATA CORRECTION"

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## DATA FIELDS AND SCREENS FOR CORRECTIONS

| INVENTORY ADJUSTMENTS - MENU OPTION 7              |                        |                                |                                |                            |                            |                                       |                            |                        |                 |                        |
|--|------------------------|--------------------------------|--------------------------------|----------------------------|----------------------------|---------------------------------------|----------------------------|------------------------|-----------------|------------------------|
| DATA ELEMENTS THAT CAN BE CHANGED IN DAISY SCREENS |                        |                                |                                |                            |                            |                                       |                            |                        |                 |                        |
| Screen No.   | 1                      | 1                              | 1                              | 2                          | 2                          | 3                                     | 4                          | 5                      | 6               | 8                      |
|  | DTID<br>RESTART<br>NSN | DTID<br>RESTART<br>NSN (RSC Z) | DTID<br>RESTART<br>LSN (RSC Z) | BASIC<br>RECORD<br>ADJ NSN | BASIC<br>RECORD<br>ADJ LSN | DRMO<br>APPROVE<br>(GAINS/<br>LOSSES) | DTID NO.<br>CORRECTI<br>ON | CHG TO<br>QTY<br>AVAIL | CHG RSC<br>TO Z | XR3 DATA<br>CORRECTION |
| A/CD   | X                      | X                              | X                              |                            |                            |                                       |                            |                        |                 |                        |
| ACC/CD   | X                      | X                              | X                              |                            |                            |                                       |                            |                        |                 |                        |
| ADD DATA   | X                      | X                              | X                              | X                          | X                          |                                       |                            |                        |                 |                        |
| ADPE IN  |                        |                                | X                              |                            |                            |                                       |                            |                        |                 |                        |
| DAC  |                        |                                |                                | X                          | X                          |                                       |                            |                        |                 |                        |
| DATE RCVD  |                        |                                |                                | X                          | X                          |                                       |                            |                        |                 |                        |
| DEMIL  |                        |                                | X                              |                            |                            |                                       |                            |                        |                 |                        |
| DEMIL CHLG   | X                      | X                              | X                              |                            |                            |                                       |                            |                        |                 |                        |
| DEMIL PRF<br>CD                                    |                        | X                              | X                              |                            |                            |                                       |                            |                        |                 |                        |
| DIPEC<br>REPORT NO.                                | X                      | X                              | X                              |                            |                            |                                       |                            |                        |                 |                        |
| DTID NO.   |                        |                                |                                |                            |                            |                                       | X                          |                        |                 |                        |
| DUP  |                        | X                              | X                              |                            |                            |                                       |                            |                        |                 |                        |
| FCC  | X                      | X                              | X                              |                            |                            |                                       |                            |                        |                 |                        |
| HAZ CHLG   | X                      | X                              |                                |                            |                            |                                       |                            |                        |                 |                        |
| HM/HW  | X                      | X                              | X                              |                            |                            |                                       |                            |                        |                 |                        |
| ITEM NAME  |                        |                                | X                              |                            | X                          |                                       |                            |                        |                 |                        |
| MGT CD   |                        |                                |                                | X                          | X                          |                                       |                            |                        |                 |                        |
| MSC  | X                      | X                              | X                              |                            |                            |                                       |                            |                        |                 |                        |
| PILSENS  |                        |                                | X                              |                            |                            |                                       |                            |                        |                 |                        |
| PMIC   |                        |                                | X                              |                            |                            |                                       |                            |                        |                 |                        |
| QTY RCVD   |                        |                                |                                |                            |                            |                                       |                            |                        |                 | X                      |
| QTY AVAIL  |                        |                                |                                |                            |                            |                                       |                            | X                      |                 |                        |
| QTY ON/H   |                        | X                              | X                              |                            |                            | X                                     |                            |                        |                 |                        |
| REIM   | X                      | X                              | X                              |                            |                            |                                       |                            |                        |                 |                        |
| RSC  |                        |                                |                                | X                          | X                          |                                       |                            |                        | X               |                        |
| SAIC   |                        |                                | X                              |                            |                            |                                       |                            |                        |                 |                        |
| SHC  | X                      | X                              | X                              |                            |                            |                                       |                            |                        |                 |                        |
| SLS REF NO.  | X                      | X                              | X                              |                            |                            |                                       |                            |                        |                 |                        |
| STOCK ID   | X                      | X                              | X                              |                            |                            |                                       |                            |                        |                 |                        |
| U/I  | X                      | X                              | X                              | X                          | X                          |                                       |                            |                        |                 |                        |
| U/P  |                        |                                | X                              |                            |                            |                                       |                            |                        |                 |                        |
| UPDATE<br>DESC.                                    |                        |                                |                                | X                          | X                          |                                       |                            |                        |                 |                        |

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### **C3. PROCEEDS DISPOSITION**

#### **Enclosure 1 - Samples for Commercial Letters of Credit**

#### **Attachment 1 - Sample: Irrevocable Commercial Letter of Credit**

##### **NAME AND ADDRESS OF BANK ISSUING LETTER OF CREDIT**

(DATE)

Treasurer of the United States  
Washington, DC 20220

Dear Madam or Sir:

We hereby establish our irrevocable credit no. \_\_\_\_\_ in your favor by order and for account of (name of company submitting bid) up to an aggregate amount of \$ \_\_\_\_\_ available by demand drafts drawn on us by a representative of (specify agencies to which directed: e.g., Department of Army, Department of the Air Force, General Services Administration). Drafts must be accompanied by a written statement of the interested department or agency that the amount drawn under this credit represents the deposit required for IFB # \_\_\_\_\_, as a guarantee to support an acceptable bid made by (name and address of bidder) to purchase material from the Government.

Except as otherwise expressly stated, this documentary credit is subject to the "Uniform Customs and Practices for Documentary Credits."

We hereby agree that the drafts drawn under and in compliance with the terms of this credit will be duly honored on due presentation to the (name of bank).

Very truly yours,

(Authorized signature of bank official)

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### C3. PROCEEDS DISPOSITION

#### Enclosure 1 - Samples for Commercial Letters of Credit

#### Attachment 2 - Sample Draft Drawn Against an Irrevocable Commercial Letter of Credit

##### FORM OF DRAFT

\$ \_\_\_\_\_

DATE \_\_\_\_\_

At sight pay to the order of Treasurer of the United States for the account of \_\_\_\_\_dollars and \_\_\_\_\_cents for value received - drawn Under Letter of Credit No. of \_\_\_\_\_(Name and address of issuing bank)

To (name and address of bank)

(Name of office - finance or disbursing - and activity of department or agency by which draft is issued.)

BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE:** If the letter of credit is addressed to a specific department or agency instead of "U.S. Treasury," delete the words "Treasurer of the United States for the account of," and insert the name of the particular agency (e.g., Commander, DRMS, or the Director, DLA).

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### C3. PROCEEDS DISPOSITION

#### Enclosure 2 - Disposition of Proceeds - Usable Property

| TYPE OF PROPERTY  | REIMBURSEMENT INDICATOR | DISPOSAL FEES            | REIMBURSEMENT CODE  | DODAAC               | ACCOUNTING CLASSIFICATION   |
|---|-------------------------|--------------------------|---|----------------------|---|
| 1. USABLE DWCF  | N                       |                          | N/A   |                      | 97X4930.5NR0 S033181  |
| 2. DeCA bones, fats, meat trimmings (to include cardboard)  | N                       |                          | N/A   |                      | 97X4930.5NR0 S033181  |
| 3. DWCF supply management excess inventory items  | N                       |                          | N/A   |                      | 97X4930.5NR0 S033181  |
| 4. ADPE owned by GSA and leased to DOD<br><br><b><u>PROPERTY TURNED IN TO DRMS</u></b><br><br><b><u>PROPERTY RECEIPT IN PLACE</u></b>                   | Y                       | \$135.00<br><br>\$ 28.00 | A (Net Proceeds)<br><br>W (Sales/Handling Fee)<br><br>W (Sales Fee) | GOSFEE<br><br>GOSFEE | _F3875 (Budget Clearing Account (Suspense))<br><br>97X4930.5NR0 S033181<br><br>97X4930.5NR0 S033181                                       |
| 5. COMMISSARY STORES TRUST FUND ACCOUNT (Equipment only)<br><br><b><u>PROPERTY TURNED IN TO DRMS</u></b><br><br><b><u>PROPERTY RECEIPT IN PLACE</u></b> | Y                       | \$135.00<br><br>\$ 28.00 | C (Net Proceeds)<br><br>W (Sales/Handling Fee)<br><br>W (Sales Fee) | GOSFEE<br><br>GOSFEE | 97X8164.6400 460* 962 S033181 (Surcharge Collections, Sales of Commissary Stores)<br><br>97X4930.5NR0 S033181<br><br>97X4930.5NR0 S033181 |
| 6. CONTRACTOR INVENTORY (received in place; <i>property turned in to the DRMO does not qualify for reimbursement</i> )                                  | Y                       | \$ 28.00                 | I (Net Proceeds)<br><br>W (Sales Fee)                               | GOSFEE               | 97X6501 (Suspense) (Reimburse individual generator as appropriate)<br><br>97X4930.5NR0 S033181  |
| 7. NON-APPROPRIATED FUND PROPERTY (MWR, AFFES)<br><br><b><u>PROPERTY TURNED IN TO DRMS</u></b><br><br><b><u>PROPERTY RECEIPT IN PLACE</u></b>           | Y                       | \$135.00<br><br>\$ 28.00 | N (Net Proceeds)<br><br>W (Sales/Handling Fee)<br><br>W (Sales Fee) | GOSFEE<br><br>GOSFEE | 97X6501 (Suspense) (Reimburse individual generator as appropriate)<br><br>97X4930.5NR0 S033181<br><br>97X4930.5NR0 S033181                |

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(USABLE PROPERTY)

| Type of Property   | Reimbursement Indicator | Disposal Fees | Reimbursement Code              | DODAAC | Accounting Classification   |
|--|-------------------------|---------------|---------------------------------|--------|---|
| 8. LOST, ABANDONED, OR UNCLAIMED PRIVATELY OWNED PERSONAL PROPERTY<br><br><u>PROPERTY TURNED IN TO DRMS</u><br><br><u>PROPERTY RECEIPT IN PLACE</u>                          | Y                       |               | H (Net Proceeds)                |        | <i>Generator provided(they are responsible for complying with 10 USC 2575)</i><br><br>97X4930.5NR0<br>S033181<br><br>97X4930.5NR0<br>S033181                                |
|  |                         | \$135.00      | W (Sales/Handling Fee)          | GOSFEE |   |
|  |                         | \$ 28.00      | W (Sales Fee)                   | GOSFEE |   |
| 9. PROPERTY OWNED BY A COUNTRY (other than the United States) or international organization<br><br><u>PROPERTY TURNED IN TO DRMS</u><br><br><u>PROPERTY RECEIPT IN PLACE</u> | Y                       |               | M ( <i>Net Proceeds</i> )       |        | As stated in the Foreign Military Sales Letter of Offer and Acceptance developed to provide disposal service.<br><br>97X4930.5NR0<br>S033181<br><br>97X4930.5NR0<br>S033181 |
|  |                         | \$135.00      | W ( <i>Sales/Handling Fee</i> ) | GOSFEE |   |
|  |                         | \$ 28.00      | W ( <i>Sales Fee</i> )          | GOSFEE |   |

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(USABLE PROPERTY)

| Type of Property  | Reimbursement Indicator | Disposal Fees | Reimbursement Code     | <u>DODAAC</u> | Accounting Classification                          |
|---|-------------------------|---------------|------------------------|---------------|--|
| 10. SECURITY ASSISTANCE PROPERTY:   | Y                       |               | F (Net Proceeds)       |               | 11_1082 (Foreign Military Financing Account)       |
| a. Military Assistance Program and Foreign Military Financing Property returned to the Government by a recipient country or international organization as no longer needed for the purpose for which furnished (22 U.S.C. 2355(d)). |                         |               |                        |               |  |
| <b><u>PROPERTY TURNED IN TO DRMS</u></b>  |                         | \$135.00      | W (Sales/Handling Fee) | GOSFEE        | 97X4930.5NR0 S033181                               |
| <b><u>PROPERTY RECEIPT IN PLACE</u></b>   |                         | \$28.00       | W (Sales Fee)          | GOSFEE        | 97X4930.5NR0 S033181                               |
| b. Special Defense Acquisition Fund (SDAF) Property (22 U.S.C. 2795).   | Y                       |               | D (Net Proceeds)       |               | 11X4116 (Special Defense Acquisition Fund Account) |
| <b><u>PROPERTY TURNED IN TO DRMS</u></b>  |                         | \$135.00      | W (Sales/Handling Fee) | GOSFEE        | 97X4930.5NR0 S033181                               |
| <b><u>PROPERTY RECEIPT IN PLACE</u></b>   |                         | \$28.00       | W (Sales Fee)          | GOSFEE        | 97X4930.5NR0 S033181                               |
| c. Security Assistance Office Property purchased with Foreign Military Sales (FMS) Trust Fund funds.  | Y                       |               | O (Net Proceeds)       |               | 11X8242 (FMS Trust Fund Account)                   |
| <b><u>PROPERTY TURNED IN TO DRMS</u></b>  |                         | \$135.00      | W (Sales/Handling Fee) | GOSFEE        | 97X4930.5NR0 S033181                               |
| <b><u>PROPERTY RECEIPT IN PLACE</u></b>   |                         | \$28.00       | W (Sales Fee)          | GOSFEE        | 97X4930.5NR0 S033181                               |
| d. Property purchased with FMS Contract Administration Services Funds.  | Y                       |               | O (Net Proceeds)       |               | 11X8242 (FMS Trust Fund Account)                   |
| <b><u>PROPERTY TURNED IN TO DRMS</u></b>  |                         | \$135.00      | W (Sales/Handling Fee) | GOSFEE        | 97X4930.5NR0 S033181                               |
| <b><u>PROPERTY RECEIPT IN PLACE</u></b>   |                         | \$28.00       | W (Sales Fee)          | GOSFEE        | 97X4930.5NR0 S033181                               |

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(USABLE PROPERTY)

| Type of Property  | Reimbursement Indicator | Disposal Fees | Reimbursement Code       | DODAAC        | Accounting Classification  |
|---|-------------------------|---------------|--------------------------|---------------|--|
| 11. GENERAL GIFTS<br>(Title 10, U.S. Code, Section 2601) bequest of real or personal property | Y                       |               | X (Net Proceeds)         |               | General Gift Fund<br>21X8972 (Army)<br>17X8716 (Navy)<br>57X8928 (Air Force) |
| <b><u>PROPERTY TURNED IN TO DRMS</u></b>  |                         | \$135.00      | W (Sales/Handling Fee)   | GOSFEE        | 97X4930.5NR0 S033181   |
| <b><u>PROPERTY RECEIPT IN PLACE</u></b>   |                         | \$28.00       | W (Sales Fee)            | GOSFEE        | 97X4930.5NR0 S033181   |
| 12. GENERAL GIFTS<br>(Title 10, U.S. Code, Section 2605) DOD dependents education system      | Y                       |               | V (Net Proceeds)         |               | 97X8096 (DOD Dependents Education Gift Fund)                                 |
| <b><u>PROPERTY TURNED IN TO DRMS</u></b>  |                         | \$135.00      | W (Sales/Handling Fee)   | GOSFEE        | 97X4930.5NR0 S033181   |
| <b><u>PROPERTY RECEIPT IN PLACE</u></b>   |                         | \$28.00       | W (Sales Fee)            | GOSFEE        | 97X4930.5NR0 S033181   |
| 13. REAL OR PERSONAL PROPERTY (Title 10 U.S. Code, Section 2608)                              | Y                       |               | U (Net Proceeds)         |               | 97X5187 (Defense Cooperation Account)  |
| <b><u>PROPERTY TURNED IN TO DRMS</u></b>  |                         | \$135.00      | W (Sales/Handling Fee)   | GOSFEE        | 97X4930.5NR0 S033181   |
| <b><u>PROPERTY RECEIPT IN PLACE</u></b>   |                         | \$28.00       | W (Sales Fee)            | GOSFEE        | 97X4930.5NR0 S033181   |
| 14. USABLE U. S. COAST GUARD PROPERTY<br><b><u>(Under physical control of the CG)</u></b>     | Y                       |               | G ( <i>Net</i> Proceeds) |               | _F3875   |
| <b><u>PROPERTY RECEIPT IN PLACE</u></b>   |                         | \$28.00       | <i>W (Sales Fee)</i>     | <b>GOSFEE</b> | <b>97X4930.5NR0 S033181</b>  |
| 15. U.S. ARMY CORP OF ENGINEERS PROPERTY<br><b><u>(Under physical control of the COE)</u></b> | Y                       |               | E ( <i>Net</i> Proceeds) |               | _F3875   |
| <b><u>PROPERTY RECEIPT IN PLACE</u></b>   |                         | \$28.00       | <i>W (Sales Fee)</i>     | <b>GOSFEE</b> | <b>97X4930.5NR0 S033181</b>  |

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**(USABLE PROPERTY)**

| Type of Property                        | Reimbursement Indicator | Disposal Fees | Reimbursement Code | DODAAC | Accounting Classification   |
|---|-------------------------|---------------|--------------------|--------|---|
| 16. FEDERAL CIVIL AGENCY (FCA) PROPERTY | Y                       |               | S (Gross Proceeds) |        | 97R2651 (Treasury General Receipts)<br><br><b>DRMS will bill the turn-in activity. The FCA must establish or fall under an existing MOU between DLA and GSA. The FCA must complete an Economy Act order with DRMS-RF.</b> |
| 17. ALL OTHER PROPERTY                  | N                       |               | N/A                |        | 97X4930.5NR0 S033181  |

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### C3. PROCEEDS DISPOSITION

#### Enclosure 3 - Disposition of Proceeds - Scrap

| Type of Scrap  | Reimbursement Indicator | Disposal Fees    | Reimbursement Code      | DODAAC | Accounting Classification   |
|--|-------------------------|------------------|-------------------------|--------|---|
| 1. SCRAP DWCF  | N                       |                  | N/A                     |        | 97X4930.5NR0 S033181  |
| 2. DeCA bones, fats, meat trimmings (to include cardboard) | N                       |                  | N/A                     |        | 97X4930.5NR0 S033181  |
| 3. DWCF supply management excess inventory items           | N                       |                  | N/A                     |        | 97X4930.5NR0 S033181  |
| 4. ADPE owned by GSA and leased to DOD                     | Y                       |                  | A (Net Proceeds)        |        | _F3875  |
| <b><u>SCRAP TURNED IN TO DRMS</u></b>                      |                         | \$0.08 per pound | W (Sales/Handling Fee)  | GOSFEE | 97X4930.5NR0 S033181  |
| <b><u>SCRAP RECEIPT IN PLACE</u></b>                       |                         | \$0.04 per pound | W (Sales Fee)           | GOSFEE | 97X4930.5NR0 S33131   |
| 5. COMMISSARY STORES TRUST FUND ACCOUNT (Equipment only)   | Y                       |                  | C (Net Proceeds)        |        | 97X8164.6400 460* 962 S033181   |
| <b><u>SCRAP TURNED IN TO DRMS</u></b>                      |                         | \$0.08 per pound | W (Sales/ Handling Fee) | GOSFEE | 97X4930.5NR0 S033181  |
| <b><u>SCRAP RECEIPT IN PLACE</u></b>                       |                         | \$0.04 per pound | W (Sales Fee)           | GOSFEE | 97X4930.5NR0 S33131   |
| 6. RESOURCE RECOVERY AND RECYCLING PROGRAM                 | Y                       |                  | R (Gross Proceeds)      |        | _F3875  |
| 7. CONTRACTOR INVENTORY (received in place)                | Y                       |                  | I (Net Proceeds)        |        | 97X6501 (Suspense)<br>(Reimburse individual generator as appropriate) |
|  |                         | \$0.04 per pound | W (Sales Fee)           | GOSFEE | 97X4930.5NR0 S033181  |
| 8. NON-APPROPRIATED FUND PROPERTY (MWR, AFFES)             | Y                       |                  | N (Net Proceeds)        |        | 97X6501 (Suspense)<br>(Reimburse individual generator as appropriate) |
| <b><u>SCRAP TURNED IN TO DRMS</u></b>                      |                         | \$0.08 per pound | W (Sales/Handling Fee)  | GOSFEE | 97X4930.5NR0 S033181  |
| <b><u>SCRAP RECEIPT IN PLACE</u></b>                       |                         | \$0.04 per pound | W (Sales Fee)           | GOSFEE | 97X4930.5NR0 S033181  |

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**(SCRAP PROPERTY)\***

| Type of Scrap  | Reimbursement Indicator | Disposal Fees    | Reimbursement Code       | DODAAC | Accounting Classification  |
|--|-------------------------|------------------|--------------------------|--------|--|
| 9. LOST, ABANDONED, OR UNCLAIMED PRIVATELY OWNED PERSONAL PROPERTY | Y                       |                  | H ( <i>Net</i> Proceeds) |        | <i>Generator provided(they are responsible for complying with 10 USC 2575)</i> |
| <b><u>SCRAP TURNED IN TO DRMS</u></b>                              |                         | \$0.08 per pound | W (Sales/Handling Fee)   | GOSFEE | 97X4930.5NR0 S033181   |
| <b><u>SCRAP RECEIPT IN PLACE</u></b>                               |                         | \$0.04 per pound | W (Sales Fee)            | GOSFEE | 97X4930.5N5R0 S33131   |

\*Received as scrap or downgraded upon receipt

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(SCRAP PROPERTY)

| Type of Scrap   | Reimbursement Indicator | Disposal Fees    | Reimbursement Code        | DODAAC | Accounting Classification  |
|---|-------------------------|------------------|---------------------------|--------|--|
| 10. SECURITY ASSISTANCE PROPERTY:<br><br>a. Military Assistance Program and Foreign Military Financing Property returned to the Government by a recipient country or international organization as no longer needed for the purpose for which furnished (22 U.S.C. 2355(d)).<br><br><b><u>SCRAP TURNED IN TO DRMS</u></b><br><br><b><u>SCRAP RECEIPT IN PLACE</u></b> | Y                       |                  | F ( <b>Net</b> Proceeds)  |        | 11_1082 (Foreign Military Financing Account)                                 |
|   |                         | \$0.08 Per Pound | W<br>(Sales/Handling Fee) | GOSFEE | 97X4930.5NR0 S033181   |
|   |                         | \$0.04 Per Pound | W (Sales Fee)             | GOSFEE | 97X4930.5NR0 S033181   |
| b. Special Defense Acquisition Fund (SDAF) Property (22 U.S.C. 2795).<br><br><b><u>SCRAP TURNED IN TO DRMS</u></b><br><br><b><u>SCRAP RECEIPT IN PLACE</u></b>  | Y                       |                  | D (Net Proceeds)          |        | 11X4116 (Special Defense Acquisition Fund Account)                           |
|   |                         | \$0.08 Per Pound | W<br>(Sales/Handling Fee) | GOSFEE | 97X4930.5NR0 S033181   |
|   |                         | \$0.04 Per Pound | W (Sales Fee)             | GOSFEE | 97X4930.5NR0 S033181   |
| c. Security Assistance Office Property purchased with Foreign Military Sales (FMS) Trust Fund funds.<br><br><b><u>SCRAP TURNED IN TO DRMS</u></b><br><br><b><u>SCRAP RECEIPT IN PLACE</u></b>   | Y                       |                  | O (Net Proceeds)          |        | 11X8242 (FMS Trust Fund Account)   |
|   |                         | \$0.08 Per Pound | W<br>(Sales/Handling Fee) | GOSFEE | 97X4930.5NR0 S033181   |
|   |                         | \$0.04 Per Pound | W (Sales Fee)             | GOSFEE | 97X4930.5NR0 S033181   |
| d. Property purchased with FMS Contract Administration Services Funds.<br><br><b><u>SCRAP TURNED IN TO DRMS</u></b><br><br><b><u>SCRAP RECEIPT IN PLACE</u></b>   | Y                       |                  | O (Net Proceeds)          |        | 11X8242 (FMS Trust Fund Account)   |
|   |                         | \$0.08 Per Pound | W<br>(Sales/Handling Fee) | GOSFEE | 97X4930.5NR0 S033181   |
|   |                         | \$0.04 Per Pound | W (Sales Fee)             | GOSFEE | 97X4930.5NR0 S033181   |
| 11. GENERAL GIFTS (Title 10, U.S. Code, Section 2601) bequest of real or personal property<br><br><b><u>PROPERTY TURNED IN TO DRMS</u></b><br><br><b><u>PROPERTY RECEIPT IN PLACE</u></b>   | Y                       |                  | X (Net Proceeds)          |        | General Gift Fund<br>21X8972 (Army)<br>17X8716 (Navy)<br>57X8928 (Air Force) |
|   |                         | \$0.08 Per Pound | W<br>(Sales/Handling Fee) | GOSFEE | 97X4930.5NR0 S033181   |
|   |                         | \$0.04 Per Pound | W (Sales Fee)             | GOSFEE | 97X4930.5NR0 S033181   |

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|  |   |                                |                             |                      |   |
|--|---|--------------------------------|-----------------------------|----------------------|---|
| 12. GENERAL GIFTS (Title 10, U.S. Code, Section 2605) DOD dependents education system<br><br><b><u>PROPERTY TURNED IN TO DRMS</u></b><br><br><b><u>PROPERTY RECEIPT IN PLACE</u></b> | Y |                                | V (Net Proceeds)            |                      | 97X8096 (DOD Dependents Education Gift Fund)  |
|  |   | \$0.08 Per Pound               | W (Sales/Handling Fee)      | GOSFEE               | 97X4930.5NR0 S033181  |
|  |   | \$0.04 Per Pound               | W (Sales Fee)               | GOSFEE               | 97X4930.5NR0 S033181  |
| 13. REAL OR PERSONAL PROPERTY (Title 10 U.S. Code, Section 2608)<br><br><b><u>PROPERTY TURNED IN TO DRMS</u></b><br><br><b><u>PROPERTY RECEIPT IN PLACE</u></b>                      | Y |                                | U( <b>Net</b> Proceeds)     |                      | 97X5187 (Defense Cooperation Account)   |
|  |   | \$0.08 Per Pound               | W (Sales/Handling Fee)      | GOSFEE               | 97X4930.5NR0 S033181  |
|  |   | \$0.04 Per Pound               | W (Sales Fee)               | GOSFEE               | 97X4930.5NR0 S033181  |
| 14. U. S. COAST GUARD SCRAP ( <b><u>Under physical control of the CG</u></b> )<br><br><b><i>PROPERTY RECEIPT IN PLACE</i></b>  | Y |                                | G ( <b>Net</b> Proceeds)    |                      | _F3875  |
|  |   | <b><i>\$0.04 Per Pound</i></b> | <b><i>W (Sales Fee)</i></b> | <b><i>GOSFEE</i></b> | <b><i>97X4930.5NR0 S033181</i></b>  |
| 15. U.S. ARMY CORPS OF ENGINEERS SCRAP ( <b><u>Under physical control of the COE</u></b> )<br><br><b><i>PROPERTY RECEIPT IN PLACE</i></b>  | Y |                                | E ( <b>Net</b> Proceeds)    |                      | _F3875  |
|  |   | <b><i>\$0.04 Per Pound</i></b> | <b><i>W (Sales Fee)</i></b> | <b><i>GOSFEE</i></b> | <b><i>97X4930.5N5R0 S033181</i></b>   |
| 16. FEDERAL CIVIL AGENCY (FCA) SCRAP   | Y |                                | S (Gross Proceeds)          |                      | 97R2651 (Treasury General Receipts)<br><br><b>DRMS will bill the turn-in activity. The FCA must establish or fall under an existing MOU between DLA and GSA. The FCA must complete an Economy Act order with DRMS-RF.</b> |
| ALL OTHER SCRAP  | N |                                | N/A                         |                      | 97X4930.5NR0 S033181  |

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### C3. PROCEEDS DISPOSITION

#### Enclosure 4 - Sample: DRMS Form 51 - Collection Receipt, Explanation and Use

Explanation and Use of DRMS Form 51, Collection Receipt. DRMS Form 51 is used for Spot Bid and Auction Sales where issue of numerous receipts is necessary. They are also issued, upon request, as receipts to purchasers in person for cash or negotiable instruments.

The following instructions are to be used to complete the form:

1. Date: Enter date payment received.
2. Receipt No.: N/A.
3. Circle bid deposit if for bid deposit. Annotate IFB number, or otherwise leave blank. Circle payment, if for payment. Annotate contract number, item numbers, or otherwise leave blank. Circle other if for other than bid deposit/payment. Enter purpose for which funds received (e.g., payment for abstract, photo costs, pallet deposit, etc.)
4. Name.
5. Payment for Item(s) No.: Enter number of items for which payment is being presented, e.g., 1-10, 4, 5, etc. (N/A for bid deposits.)
6. Amount of Deposit/Payment:
  - a. Cash - enter amount of cash payment only; otherwise leave blank.
  - b. Other - enter amount of other than cash; otherwise leave blank.

**NOTE:** If payment consists of both cash and other; enter payment on appropriate line.

7. Total Received: Enter the total of 6a plus 6b.
8. Typed name and signature of cashier.
9. Sales Office (e.g., DRMO Devens, etc.)

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| DEFENSE REUTILIZATION AND MARKETING COLLECTION RECEIPT   |                      |
|--|----------------------|
| DATE _____   | RECEIPT NUMBER _____ |
| BID DEPOSIT    IFB NO. _____   | BIDDER NO. _____     |
| PAYMENT        CONTRACT NO. _____  | ITEM NOS. _____      |
| OTHER _____  |                      |
| NAME _____   |                      |
| AMOUNT OF DEPOSIT/PAYMENT  |                      |
| CASH _____   |                      |
| OTHER _____  |                      |
| TOTAL RECEIVED _____   |                      |
| CASHIER (Typed Name and Signature of Cashier)  | SALES OFFICE         |
| <div style="display: flex; justify-content: space-between;"> <div>           DRMS FORM 51<br/>Dec 88         </div> <div>           (Dec 87 edition may be used until exhausted)         </div> </div> |                      |

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### C3. PROCEEDS DISPOSITION

#### Enclosure 5 - Sample: Deposit Letters

##### Attachment 1 - Notice of Proposed Offset - Affiliated Bidder

Name of Firm/Individual  
(Address)

CERTIFIED LETTER  
RETURN RECEIPT REQUESTED

Dear Mr/Mrs./Ms. \_\_\_\_\_,

This concerns your bid deposit of \$ \_\_\_\_\_ on Sale Number \_\_\_\_\_.

Based upon available records I have determined that you are affiliated with (*name of firm or individual*). That *firm/individual* was placed on the Government's indebtedness List on (*date*) arising out of (*nonpayment of liquidated damages, storage charges, etc.*) incurred on Contract Number \_\_\_\_\_.

In view of the above, the Government intends to apply your bid deposit against the outstanding indebtedness of (*affiliated firm*) unless within 30 days of the receipt of this letter you can show cause why such administrative offset should not be made.

You have available to you the option to appeal this determination to our headquarters. Any such appeal must be in writing, must identify this letter, and indicate the reasons for your disagreement with this determination. Your appeal should be mailed or otherwise furnished directly within 15 days from the receipt of this letter to:

Defense Logistics Agency  
Defense Reutilization and Marketing Service  
ATTN: DRMS-BBS  
74 Washington Avenue North, Suite 6  
Battle Creek, MI 49017-3092

You may request copies of all documents on which this decision is based, or alternatively, you may appear in person for the purpose of inspecting and copying Government records on which this decision is based.

Sincerely,

SALES CONTRACTING OFFICER

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### C3. PROCEEDS DISPOSITION

#### Enclosure 5 - Sample: Deposit Letter

#### Attachment 2 - Letter to Allegedly Affiliated Bidder

Name of Firm/Individual  
(Address)

CERTIFIED LETTER  
RETURN RECEIPT REQUESTED

Dear Mr/Mrs./Ms. \_\_\_\_\_,

This concerns your bid deposit of \$ \_\_\_\_\_ on Sale Number \_\_\_\_\_.

Government records indicate that you may be affiliated with (*name of firm or individual*) that is on the Government's Indebtedness List and thus is ineligible to participate in our sales program. Specifically, we note that (*indicia of affiliation*).

In order for us to consider your bid, you must establish your non-affiliation with (*name of firm or individual*). Your non-affiliation may be established by providing certified copies of your articles of incorporation and/or separate addresses/post office boxes, etc. Such information must be furnished not later than (*15-20 days*) from the receipt of this letter in order for the Government to consider your bid. If you do not respond to this letter the Government will assume an affiliation and proceed accordingly.

If you have any questions regarding this matter, I may be reached at (*commercial telephone number*).

Sincerely,

SALES CONTRACTING OFFICER

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## C4. DEMIL Program

### Enclosure 1 - Small Arms - Transaction Codes

| <u>CODE</u> | <u>EXPLANATION</u>   |
|-------------|--|
| <b>B</b>    | Initial registration of small arms. Use only for those small arms that have never been registered by any DOD Service or Agency.  |
| <b>F</b>    | Foreign Military Sales (FMS)/Grant Aid Shipments. Use for issues of small arms directed under Grant Aid or FMS agreements. Procedures same as Transaction Code <b>S</b> except that there will be no acknowledgement of receipt.       |
| <b>K</b>    | Multi-Field Correction. Use to correct an error in the serial number, NSN or DODAAC on the active file.  |
| <b>L</b>    | Inventory Adjustment - Loss. Report of loss <b>after</b> certification of the loss including investigation requirements and <i>completion of DD Form 200</i> .   |
| <b>N</b>    | Shipment to other activities. Reports of shipments to activities not accountable to the DOD Central Registry. Includes sale to law enforcement agencies.   |
| <b>Q</b>    | Suspected loss of weapon. Use while a weapon is undergoing investigative procedures.   |
| <b>R</b>    | Receipt. Confirms receipt of small arms normally reported as a shipment by other reporting activities.   |
| <b>S</b>    | Shipment. Reports shipment from one DOD reporting activity to another.   |
| <b>U</b>    | Serial Number Recovered. Use after a weapon has been recovered (previous transaction must have been a Q).  |
| <b>V</b>    | Demilitarization. Used by demilitarization activities when small arms have been demilitarized and certificate of demilitarization has been completed. <b>To be used only by the activity actually performing the demilitarization.</b> |
| <b>7</b>    | Box number addition or change. Use to add the DRMO box number to an existing entry on the Small Arms Inventory Listing or to change an existing box number that appears on the listing.  |

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## C4. DEMIL Program

### Enclosure 2 - Small Arms - Reject Codes

| <b><u>CODE</u></b> | <b><u>EXPLANATION</u></b>  |
|--------------------|--|
| <b>1A</b>          | NSN is not present in valid SASP NSN file.   |
| <b>2A</b>          | DIC must be DSA, DSB, DSF, DSM or DSR.   |
| <b>2B</b>          | Serial number cannot contain blank positions or special characters (e.g., \$, @, )   |
| <b>2C.1</b>        | Transaction code is invalid. Valid codes are <b>B, F, K, L, N, Q, R, S, U, V, 7</b> .  |
| <b>2C.2</b>        | This transaction code is not permissible with this DIC.  |
| <b>2D</b>          | NSN cannot contain: (1) Blank positions; (2) Special characters; (3) Local sales or lot (i.e., LSN) identification.  |
| <b>2F</b>          | Date in document number cannot be greater than the processing cycle date.  |
| <b>2G</b>          | Document number: <ol style="list-style-type: none"><li>1. Contains blank positions or invalid characters.</li><li>2. Date in document number exceeds cycle date.</li></ol>   |
| <b>2G.1</b>        | Document number cannot contain blank positions or special characters.  |
| <b>2G.2</b>        | Document number in DEMIL (Transaction Code V) does not match document number for this serial number/NSN on the small arms master file.   |
| <b>2G.3</b>        | For foreign military sales (Transaction Code F), shipment to other agencies (Transaction Code N) and shipment notices to other agencies (Transaction Code S), the requisition number must not contain the document number of the weapon on the small arms master file. |
| <b>2G.4</b>        | Document number in the <b>R</b> transaction does not match the DTID posted from the <b>S</b> transaction. <b>R</b> transaction DTID posted to small arms master file. Advice notice sent to losing activity.   |
| <b>2G.5</b>        | Document number in transaction does not match requisition posted on the master file.   |
| <b>2G.6</b>        | An attempt has been made to correct DTID on master file; the old DTID in the transaction does not match DTID on master file.   |

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- 2G.7** An attempt has been made to correct the requisition number posted on the master file for a weapon; the transaction requisition number does not match the master file requisition number.

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| <b><u>CODE</u></b> | <b><u>EXPLANATION</u></b>   |
|--------------------|---|
| <b>2J</b>          | DODAAC is in error: <ol style="list-style-type: none"><li>1. DODAAC contains blank positions or invalid characters.</li><li>2. Shipment to non-DOD activity contains DOD gaining DODAAC.</li><li>3. Transaction does not contain DLA gaining or losing DODAAC.</li><li>4. Required DODAAC is missing.</li></ol> |
| <b>2J.1</b>        | DODAAC cannot contain blank positions or special characters.  |
| <b>2J.2</b>        | Both gaining and losing DODAAC are required for transactions with Transaction Codes <b>F, N, R and S</b> .  |
| <b>2J.3</b>        | Shipment to other agencies must contain a DLA losing DODAAC.  |
| <b>2J.4</b>        | Shipment to other DOD agencies must contain a DLA losing DODAAC.  |
| <b>2J.5</b>        | Transaction must contain DLA activity DODAAC in either the gaining or losing DODAAC.  |
| <b>2L</b>          | Transaction date must be numeric.   |
| <b>2M</b>          | Transaction date cannot exceed cycle date.  |
| <b>2O</b>          | DODAAC error: <ol style="list-style-type: none"><li>1. Cannot have same gaining/losing DODAAC.</li><li>2. Shipment to non-DOD activities cannot have DOD gaining DODAAC.</li><li>3. Transaction must contain valid DLA DODAAC.</li></ol>  |
| <b>2O.1</b>        | Transaction Codes <b>F, N, R and S</b> cannot contain the same DODAAC in gaining and losing DODAAC.   |
| <b>2O.2</b>        | Shipments to other agencies (Transaction Codes <b>F and N</b> ) cannot contain a DOD gaining DODAAC.  |
| <b>2O.3</b>        | <b>R</b> transactions must contain a DLA DODAAC in gaining and/or losing DODAAC (the same DODAAC cannot be present in both gaining and losing DODAAC).  |
| <b>2O.4</b>        | Initial registrations (Transaction Code <b>B</b> ) must contain a DLA activity DODAAC in the gaining DODAAC.  |
| <b>2O.5</b>        | First position of DODAAC indicates a DLA activity (e.g., <b>S</b> : in first position of DODAAC), but DODAAC is not a valid DLA activity DODAAC.  |
| <b>2O.6</b>        | DODAAC contain a non-DOD activity. This condition is only valid in the gaining DODAAC of shipments to non-DOD agencies (Transaction Codes <b>F and N</b> ).   |

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| <u>CODE</u> | <u>EXPLANATION</u>  |
|-------------|---|
| <b>20.7</b> | Transactions with this transaction code must contain a valid DLA DODAAC in the losing DODAAC.   |
| <b>3F</b>   | Transaction predates a transaction that has been used to update the Small Arms Master File for this weapon. Unable to process this transaction.   |
| <b>3G</b>   | A Small Arms Master Record does not exist for this serial number and national stock number.   |
| <b>3G.2</b> | Program expected requisition TID, found TID of active item.   |
| <b>3G.3</b> | Program failed to delete previous serial number/NSN control elements; submit condition to J6B before resubmitting transaction.  |
| <b>3H</b>   | A Small Arms Master Record is already present for this serial number and national stock number.   |
| <b>3H.1</b> | A Small Arms Master Record is already present for this serial number and NSN. TID may or may not equal. Advice only.  |
| <b>3H.2</b> | Multichange <b>DSA</b> is attempting to alter serial number/NSN elements to a combination that already exists for an active record in the DLA Small Arms Inventory.   |
| <b>3H.3</b> | A Small Arms Master Record is already present for this serial number and NSN. DODAACs (gaining and/or losing) are not the same as posted on inventory. Transaction did not process.   |
| <b>3H.4</b> | Pending gain transaction has encountered an active weapon with the same serial number and NSN. Transaction rejected.  |
| <b>3I</b>   | DODAAC does not match: <ol style="list-style-type: none"><li>1. DODAAC in receipt does not match gaining DODAAC in shipment notification.</li><li>2. Transaction does not contain the same losing DODAAC as the Small Arms Master Record.</li></ol> |
| <b>3I.1</b> | The <b>R</b> transaction does not contain the same losing DODAAC as the <b>S</b> transaction for this weapon.   |
| <b>3I.2</b> | The losing DODAAC in <b>F</b> or <b>N</b> loss does not contain the DODAAC of the DLA activity currently holding the weapon for this serial number and NSN.   |

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| <u>CODE</u> | <u>EXPLANATION</u>  |
|-------------|---|
| <b>3I.3</b> | An <b>S</b> transaction to another DLA activity or to another DOD activity must contain the losing DODAAC of the DLA activity currently holding the weapon for this serial number and NSN.  |
| <b>3I.4</b> | Gaining DODAAC in <b>R</b> transaction does not match gaining DODAAC shown in <b>S</b> transaction.   |
| <b>3I.5</b> | An <b>R</b> transaction reflecting a gain from another DLA activity must contain the same losing DODAAC and TID (requisition number) as the <b>S</b> transaction.   |
| <b>3J A</b> | Small Arms Master Record does not exist for this serial number and national stock number.   |
| <b>3K</b>   | A receipt transaction has been received, but no shipment suspense (Transaction Code S) has been received. The receipt has been used to update the Small Arms Master File. This is a reject advice notification, not a rejected transaction. |
| <b>3L</b>   | The combination of transactions for this weapon has created a condition that does not identify the required update action.  |
| <b>3L.A</b> | Use a <b>DSA</b> transaction to correct an owning DODAAC.   |
| <b>3L.B</b> | Weapon has been demilitarized; this is not a proper sequence of transactions to reverse a previously demilitarized weapon.  |
| <b>3L.C</b> | Box number change for an inactive weapon is an invalid condition.   |
| <b>3L.D</b> | An <b>R</b> transaction from other than the owning DLA activity is attempting to process as a loss and the Master Inventory indicates a <b>PD</b> (pending shipment).   |
| <b>3L.1</b> | <b>R</b> transaction attempted to post against weapon shown to be DLA accountable and without any impending intransit action.   |
| <b>3L.2</b> | Transaction indicates an action that is contrary or illogical for the current status of this weapon. See inventory listing for clarification.   |
| <b>3L.3</b> | A <b>C</b> transaction is illogical for an active or demilitarized weapon.  |
| <b>3L.4</b> | Action is against inactive record and appears to be contrary to requirements. Contact <i>DRMS-BCD</i> , <i>DSN 661-5062</i> for assistance.   |
| <b>3L.5</b> | A <b>D</b> transaction contains DODAACs that indicate a reversal of an <b>S</b> transaction to a DLA activity; the weapon's status did not indicate that this action was pending.   |

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| <u>CODE</u> | <u>EXPLANATION</u>   |
|-------------|--|
| <b>3L.6</b> | A <b>D</b> transaction contains DODAACs that indicate a reversal of an <b>S</b> transaction <i>from</i> a DLA activity; weapon status did not indicate that this action was pending.   |
| <b>3L.7</b> | The previous action to be reversed could not be determined; contact <i>DRMS-BCD (DSN) 661-5062</i> for assistance.   |
| <b>3L.8</b> | Status for this weapon is contrary for processing a <b>Q</b> transaction. Contact <i>DRMS-BCD (DSN) 661-5062</i> for assistance  |
| <b>3L.9</b> | A <b>U</b> transaction attempted to process for a weapon when a <b>Q</b> transaction was not previously received.  |
| <b>3M.0</b> | Only one transaction can be submitted for the same serial number, NSN , transaction date and transaction code. The first transaction is processed, and subsequent duplicate record(s) rejected.                                |
| <b>3M.1</b> | Transaction code and DODAACs indicate that this action is already pending on the Master File.  |
| <b>3U</b>   | A Small Arms Master Record is already present for this serial number and national stock number. The weapon is held by a DLA activity other than the activity that is attempting to establish the new Small Arms Master Record. |
| <b>3U.1</b> | An <b>S</b> transaction contains a serial number/NSN that already exists on the Master Inventory as the result of a previously processed <b>S</b> transaction.   |
| <b>4A</b>   | Record position 26 must be a <b>1 or 2</b> .   |
| <b>4B</b>   | Record position 25 on a 5 interrogation must be an <b>S</b> .  |
| <b>4C</b>   | Record position 26 on a 6 interrogation must be an <b>A</b> .  |
| <b>4D</b>   | Record position 26 on a BX interrogation must be an <b>A</b> .   |
| <b>4E</b>   | Record position 26 must be <b>A, I, M or X</b> .   |

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## C5. RTD Program

### Enclosure 1 - Activity Letterhead Sample

Department of the (Army, Navy, or whatever applies)  
Squadron or Company Name  
Address

DATE

FROM: Commanding Officer, Company/Unit's Name

TO: DRMO (your DRMO)  
**Address**

SUBJECT: AUTHORITY FOR DIRECT REMOVAL OF PROPERTY

REF: DOD 4160.21-M, Chapter 5

1. Per reference DOD 4160.21-M, the following service members are authorized to authenticate requisitions on behalf of the (Military Unit/Company's Name) Accountable Supply Officer for direct removal of property from Defense Reutilization and Marketing Office sites.

|    |  |                                   |
|----|--|-----------------------------------|
| a. | Designees (#1) Full Name<br>DODAAC of unit<br>Long line Complete Address<br>Telephone number | _____<br>Designees (#1) Signature |
| b. | Designees (#2) Full Name<br>DODAAC of unit<br>Long line Complete Address<br>Telephone number | _____<br>Designees (#2) Signature |

**NOTE:** There is no limit to the number of designees a unit can have, as long as all of the information listed is provided for each one, along with signature.

2. The Military Service Accountable Officer for (Military Unit/Company) is:

**NOTE:** Comparative terms: ARMY-Supply Support Activity Accountable officer; NAVY-Accountable Officer; USAF-Accountable Officer/Chief of Supply/Directorate of Material Management; USMC-Unit Supply Officer/Accountable Officer/Property Control Officer/S-4 Officer/G-4 Officer/Base Supply Officer

|    |  |  |
|----|--|--|
| a. | Individual Full Name<br>DODAAC of unit<br>Long line Complete Address<br>Telephone number | _____<br>Accountable Supply Officer's<br>Signature |
|----|--|--|

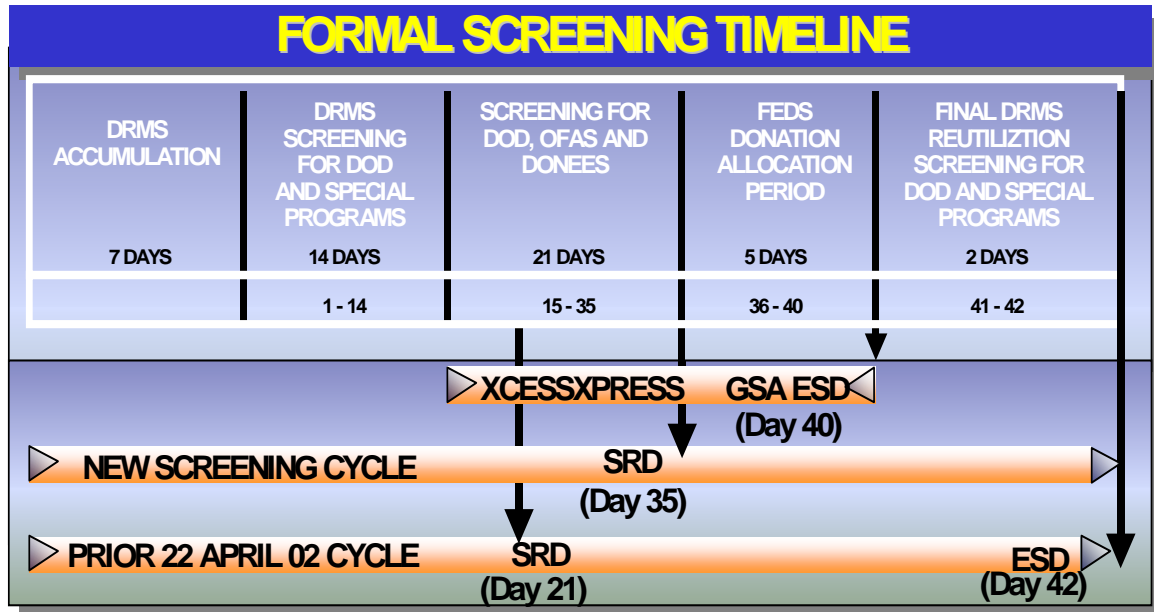
\_\_\_\_\_  
Commanding Officer's Signature  
Commanding Officer's Rank and Printed Name

**NOTE:** The Commanding Officer and Accountable Supply Officer CANNOT be the same name(s). The letter designating the accountable officer must be signed by a higher level of authority. **Only the original copy of the letter is acceptable, and CANNOT be hand carried in the day of removal. The letter must be dated less than one year from the current date.**

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## C5. RTD Program

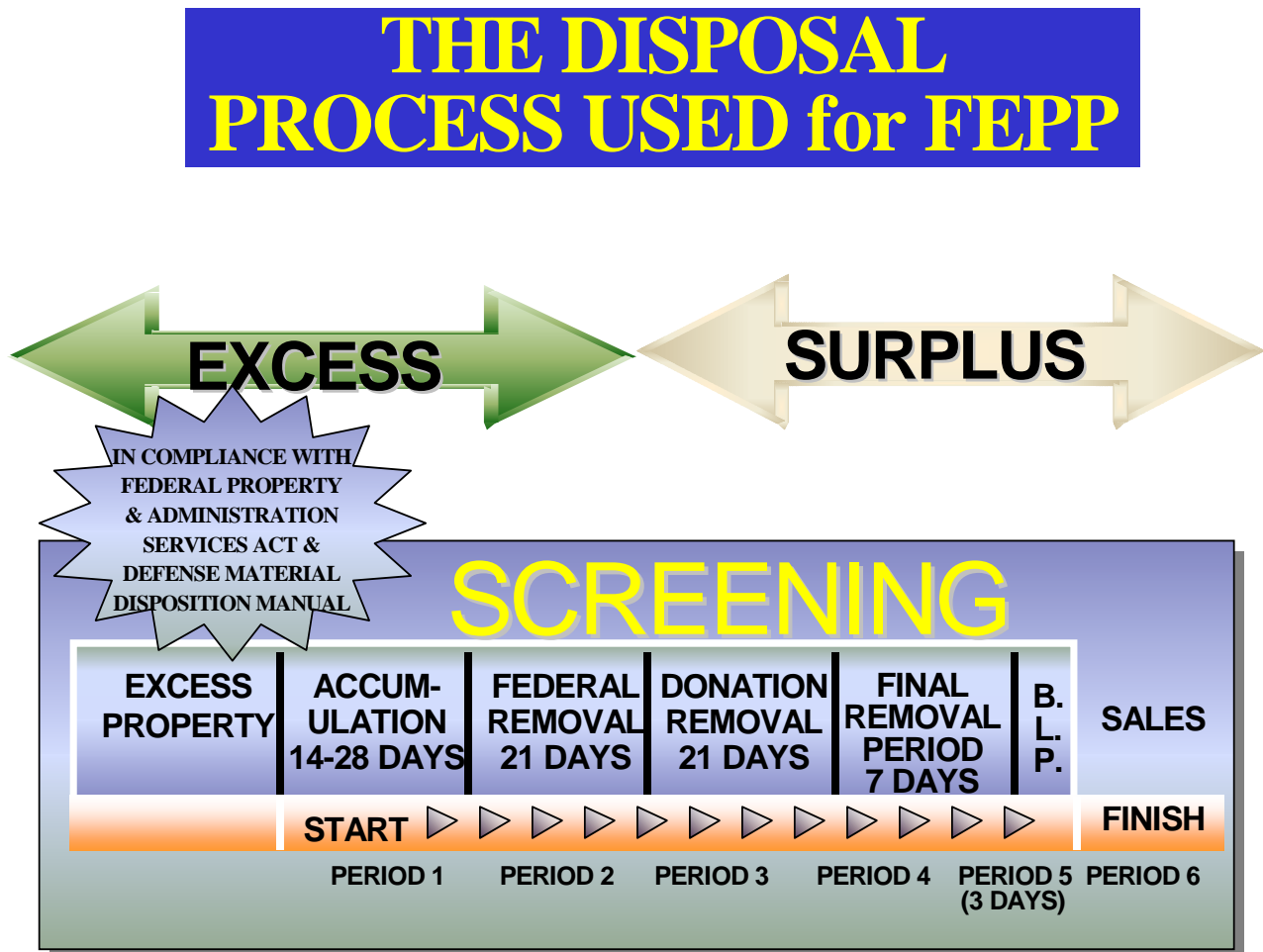
### Enclosure 2 - DOD Internal Screening Cycle



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## C5. RTD Program

### Enclosure 3 - FEPP Screening Cycle Chart



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## C5. RTD Program

### Enclosure 4 - A5 - Material Release Order

#### Data that May Appear on an MRO

#### DD Forms 13481A/2

For a .pdf fillable form, see [DD 1348-1A](#)

DIC May be A5A, A5D, A5E, A51, A54, A55, A57

Appropriate Cargo Code

Optional Data

Additional NSN data

Suffix for requisition number

Supplementary address

Distribution and project codes

Required delivery date

Blank unless project columns are filled

Applicable pilferable/sensitive code

Blank unless requires notification of:

Shelf life

Haz-prop

Dangerous items

Drugs, biologicals, or reagents

Excess report number as applicable

Blank unless requires notification of:

Small arms issue radioactive issue

requires reimbursement

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## C5. RTD Program

### Enclosure 5 - UMMIPS Priority Timeframes/Codes

| TIME SEGMENT  | TIME STANDARDS FOR STOCKED ITEMS<br>IN CALENDAR DAYS BY PRIORITY<br>DESIGNATOR |       |       |
|---|--|-------|-------|
|   | 01-03  | 04-08 | 09-15 |
| A. Requisition Submission   | 1 1  | 2     |       |
| B. Passing Action   | 1 1  | 2     |       |
| C. DSC Processing   | 1 1  | 3     |       |
| D. Storage Site Processing, DRMO Time   | 1 2  | 8     |       |
| E. Transportation Hold/CONUS and Canada Intransit   | 3 6  | 13    |       |
| F. Overseas Shipment/Delivery   | ----   | ----  | ----  |
| 10. Alaska, Hawaii, Central and<br>South America, Caribbean, North<br>Atlantic, Canal FST | 4 4  | 38    |       |
| 10. British Isles, Northern Europe,<br>Azores, Mediterranean, Africa                      | 4 4  | 43    |       |
| 10. Persian Gulf-Red Sea Area,<br>Pacific Ocean Islands, Burma,<br>India, China Sea       | 5 5  | 53    |       |
| G. Receipt Take-Up by Requisitioner   | 1 1  | 3     |       |

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## C5. RTD Program

### Enclosure 6 - Demilitarization Form For Transfers/Donations

#### Attach to Transfer Request

**TID#:** \_\_\_\_\_ **NSN:** \_\_\_\_\_

**DEMIL CODE:** \_\_\_\_\_ **NOUN:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_ **QUANTITY:** \_\_\_\_\_

**AGENCY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

#### DEMIL AGREEMENT

*The recipient agrees by date and signature below that **the property being acquired requires demilitarization when no longer required for its current approved use. Demilitarization** will be accomplished as prescribed by the Department of Defense (DOD 4160.21-M-1, to a condition which prohibits further **use before any further disposition action**, (including retransfer/re-donation) of the items **unless granted** prior approval of the Defense Logistics Agency (DLA) **and the General Services Administration (GSA)**. If the initial recipient receives approval for further disposition of Munitions List Item (MLI) property (including retransfer/re-donation) the demilitarization requirement will be perpetuated on the transfer documentation. Upon completion of utilization/donation needs and in preparation for ultimate disposal through sale, the Federal Civil Agencies and donees will request the GSA to advise **of any subsequent demilitarization required, in coordination with the Defense Reutilization and Marketing Service (DRMS) and DLA.***

---

***Date and signature of Transferee/Donee  
(as it appears on approval transfer request)***

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## C5. RTD Program

### Enclosure 7 - Hazardous Material Statement

#### MUST BE SIGNED BY ALL DONATION CUSTOMERS RECEIVING HM

Surplus donated HM must have the following statement on the SF123/DD 1348-1A or printout this statement and attach to the release document. An agent of the receiving organization must sign the statement. It is the responsibility of the certifying agent to distribute this information to the end user.

I (we) hereby certify that the donee has knowledge and understanding of the hazardous nature of the property hereby donated and will comply with all applicable Federal, State, and Local laws, ordinances, and regulations with respect to the care, handling, storage, shipment, and disposal of the hazardous material(s). The donee agrees and certifies that the Government shall not be liable for the personal injuries to, disabilities of, or death of the donee or the donee's employees, or any other person arising from or incident to the donation of the hazardous material(s) or its final disposition. Additionally, the donee agrees and certifies to hold the Government harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the hazardous material(s), its use, or final disposition.

**DRMO:** \_\_\_\_\_

**TID#:** \_\_\_\_\_ **NSN:** \_\_\_\_\_

**NOUN:** \_\_\_\_\_ **QUANTITY:** \_\_\_\_\_

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## C5 – RTD Program

### Enclosure 8 - Letter of Authorization to Remove Property

**Date:**

**To:** DRMO

**From:**

I, \_\_\_\_\_ the undersigned, hereby authorize

(PRINT NAME)

\_\_\_\_\_ to remove the below listed requisitions on my behalf.

(PRINT NAME)

Extent of Authority: **To remove property.**

SIGNATURE OF CUSTOMER: \_\_\_\_\_

-----  
LIST ITEM(S) by Requisition/**DTID** Number:

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## C6. SALES Program

### Enclosure 1 - Standard Operating Procedures - Central/Satellite Workaround Systems

Under the concept of Central and Satellites (C&S), resources will be allocated where the workload exists. DRMOs and RIPLs were realigned based on analysis of the predominate type of work performed and which combinations of sites would provide the optimal disposal service to surrounding generators.

While this concept makes good business sense, the realignments in most cases will create systemic problems that must be dealt with by workarounds. One of the Applied C&S Business Rules is to have centralized Local sales/cashiering and SCO duties. Problems arise when a Satellite DRMO(s) is not on the Central DAISY database (i.e., the Satellite has a different RIC than the Central). Our RIC/Suffix driven organizational structure coupled with the way DAISY handles local sales makes it difficult, at best, to centralize these sales.

This SOP describes the workarounds necessary to accomplish organizational goals without making costly systems changes for diminishing sales functions. The following guidelines below note how to conduct a centralized local sale with more than one database involved. Even if FST sales have been conducted where multiple HPs were involved, the C&S concept may require changes to any workarounds for those sales based on realignment of functions. The consolidation of multiple "A" RIC databases at HQ DRMS will not resolve these problems as the RIC/Suffix structure will not change (unless TOAs are eventually done).

**NOTE:** The following assumes that all sales functions will be centralized. But, Forward Support Teams (FSTs)/Chiefs may decide that based on distance between a Satellite and the Central DRMO, it may be more cost effective to leave a Sales Writing/Tech function at that Satellite to avoid excessive travel/TDY. In these instances, Satellite personnel would continue to perform the functions they had been performing.

**For purposes of clarifying a Satellite that is not in the Central database, the Satellite will be referred to throughout this document as the "Z-Satellite."**

1. The Central DRMO will be the DRMO "conducting" the sale (i.e., catalog preparation, awarding contracts, cashiering, etc.). Sales Contracting and Writing functions will reside at the Central DRMO.
2. The Central DRMO sales personnel will need access to the Z-Satellite DRMO DAISY database to establish the IFB and item numbers. If the Central sales personnel had access to the Z-Satellite HP prior to the consolidation, access to the database at HQ DRMS should also be available. The only difference is the Central sales personnel would telnet to the HQ machine by accessing VT320 and typing in the clear text name of the "A" RIC DRMO in the Host Name box (e.g., Rock-Island), instead of telenetting to the Z-Satellite HP. The screen with the RICs of the accessible databases will appear. Then select the RIC of whatever Satellite to access. (If access is required and the appropriate personnel do not have it, an AURA should be submitted through the TASO.)

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3. The Central DRMO will establish the site locations for any Z-Satellites in the Local Sale Static Data Table (UDSL0100 - Option 5 on the Local Sales menu) to ensure the catalog reflects the DRMO where the property is actually located.
4. The Central DRMO will establish IFB numbers and assign a permanent block of item numbers to be used by each Satellite. If some of the numbers are not used (i.e., due to lack of property to write up), it should be indicated in the IFB as such (e.g., "Item numbers 182-200 not used"). Do not use the term "Withdrawn".
5. The Z-Satellite(s) are responsible for providing a list of their Local Sale Special Funding Codes, DODAACs, and associated Reimbursement Codes and Fund Cites to the Central DRMO. The Central DRMO will then eliminate/change any duplicate Funding Codes and verify correct Fund Cites and Reimbursement Codes prior to loading them into the Marketing Menu's Reimbursement Tracking System on the database. This must be done in order to code a reimbursable item correctly when inputting the item description.
6. The Central DRMO will send a sales writer to the Satellites to write sales (unless that function remains at the Satellites). Those Satellites having the same RIC as the Central DRMO will be input into the item description screen with their own RIC suffix. The steps below will be followed for the Z-Satellites:
  - a. The sales writer/tech will write up the property and either access the Central DRMO database to input the Z-Satellite items/item descriptions while at the Z-Satellite, or wait until returning to the Central DRMO to input the items. Z-Satellite items will be input using the Central RIC/Suffix. All reimbursement local sale-funding codes should be entered at this time; however, no percentages will be entered. This will be done after award in order to ensure that the proper sales fee is retained.
  - b. The sales writer/tech must then establish the IFB and item numbers in the Item Data Description screen (udsl1310) of the Local Sales System in the Z-Satellite database (using the Z-Satellite RIC/suffix). This must be done in order to get a correct 542 report for the Z-Satellite, as well as the capability to drop the property from their inventory.
  - c. For non-reimbursable items, all that needs to be done in udsl1310 (Establish IFB Item Number screen) is to enter the IFB and item number and hit <F9>. This will "fill" the Property Type field with the default of "D", the Reimbursable (?) field with "N", Unit of Issue with "LT" and Quantity with "1". (If property was not sold by the lot, that info would have to input of course).
  - d. If property is reimbursable, the Reimbursable field will have to be filled with "Y" before saving. Upon saving, the pop up screen will appear where the Local Sale Special Funding Code(s) must be input. User will answer "NO" to remaining prompts, unless the user wants to tie DTIDs/Scrap to the item from this screen. The user can do this now, or establish all the items first, then do XS6's through the Marketing menu (or a barcode PIT).
7. The IFB should state that all bids should be sent to the Central DRMO.

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8. The dynamic catalog will appear against each DRMO's name on the Web based on XS6 transactions. The Central DRMO will produce, print, and upload the official catalog to the Web (which will also appear against each DRMO in the sale).

9. Upon receipt of bids, the Central DRMO will register all bidders for the sale. (In many cases, this may mean an initial extra effort in order to establish Z-Satellite bidders in the Central DRMO Bidder Master File database). Initial mailing labels for Z-Satellite sites may be printed at the Central DRMO by accessing the Z-Satellite database and running only the mailing labels to Access Reports - e.g., specify the RIC suffix in the print request uds10305. Subsequent Z-Satellite labels may be printed the same way, but as bidders are added to the Central DRMO database, it should be marked as Inactive in the Z-Satellite Bidder Maintenance to suppress printing duplicate labels. \* Awards can still be made to inactive bidders on the Z-Satellite database in order to drop the XS7.

10. The Central DRMO SCO will make all the awards on the Central database. The Central SCO is responsible for ensuring that contracts containing items located at the Satellites are faxed to these Satellites upon signing.

11. At this time, reimbursement percentages will be loaded on all reimbursable items based on calculations using the bid amount. Using the new sales fee structure, if the high bid on usable property is \$135.00 or less (property received at the DRMO) or \$28.00 or less for property received in place, the entire 100% will go against funding code "FE" (GOSFEE). Any other funding code previously loaded for reimbursement purposes should be deleted from UDSL3510, Assign Sales Item Reimbursable Percentage. This will ensure that FTS will not give an error message when producing the cash collection voucher. Fees for Scrap have been changed to \$.04 per pound for scrap received in place, and \$.08 per pound for scrap received at the DRMO. Spreadsheet templates have been provided to all DRMOs, which will quickly calculate these percentages.

12. Using the High Bid Data Sheet, the Central SCO or designee will then access the Z-Satellite(s) database and register **only those bidders awarded the Z-Satellite items and award those items to the bidders registered**. This is necessary in order to process the XS7s.

13. Sales reports, run at the Central DRMO, will be affected in the following areas:

a. 1709, Reimbursable Items Listing - All reimbursable items will appear on the Central DRMO 1709 report because the Z-Satellite(s) Local Sale Special Funding Codes and reimbursable DODAACs were loaded on the Central database for coding items as they were cataloged. However, it will not reflect the acquisition value of Z-Satellite items, as this is a computed value pulled off the DTID record.

b. Reimbursable Items Removed Listing - Reimbursable items at Z-Satellites will not appear on this report as the removal date is pulled from the XS7s/XS0s. \*

c. Items Removed/Not Removed Listings - Neither will be correct, as the Items Removed listing will only show the Central sites' property based on the XS7s. Conversely, the Items Not Removed listing will always be showing the Z-Satellite items.\*

Enclosure 1  
Central/Satellite Workaround Systems Procedures

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d. 542, Sale Summary Report - Will be correct except for those areas concerning acquisition value (Z-Satellites will not be included). Therefore, the ROR for the Central DRMO will be inflated.\*

e. Item/Item Sale Price Listings - Will not have acquisition value or removal dates for Z-Satellite items. \*

\* **NOTE:** Since the items were also entered on the Z-Satellite's database, the above reports should be run on that database as well. This is especially important for the 542 report in order to get the total acquisition value/proceeds for calculation of overall sale Rate of Return. Manually annotate the 542 report for the official sale folder.

14. The IFB should state where payments will be received.

**NOTE:** Just as the FST or Central Chief may opt to retain sales functions at a particular Satellite, they may also opt to leave cashiering functions there as well. In this case, the Central DRMO will indicate in the IFB which sites can accept payments.

15. The cashier will not have to access the Z-Satellite FTS database to take payment for that DRMO as all the information needed to produce vouchers (including transfer, correction, and refund vouchers) will be resident on the Central database.

16. The cashier will **NOT** use the "Receive Contract Payment for Unrelated DRMO" option in FTS for the Z-Satellite(s), because items for those sites were cataloged/awarded under the Central DRMO's RIC and suffix. This option will only be used for UNRELATED DRMOs (e.g., DRMO San Antonio takes a payment for DRMO Norfolk).

**NOTE:** DRMOs no longer "take credit" for, or are evaluated on, the amount of DWCF proceeds they report. Based on the fact that no proceeds goals have been set at the DRMO level since FY98, coupled with fact that CV1/CV2 will be taking the majority of DWCF property, it is only necessary that DWCF proceeds be reported accurately. (See # 19 below).

17. The cashier will fax copies of the paid 1427s to the appropriate Satellites so personnel there will know they can release the property.

Upon removal of property, either a Satellite or Central employee will process the XS7/XS0 Sale Shipment in DAISY. 1427/release document will then be faxed back to the Central DRMO where permanent records will reside.

19. The cashier or budget analyst **at the DRMO where the payment was physically taken** will be responsible for reporting any DWCF/GOSFEE proceeds associated with that payment into the DBOF reporting screen. The **exception** to this is when the "Receive Contract Payment for Unrelated DRMO" option is used, whereby the cashier must collect into the suspense account as it is not known where these funds should be deposited. In this case, the owning DRMO will report these proceeds upon receipt of the faxed copy of the collection voucher and generation of the

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transfer voucher(s) to move the funds from suspense into DWCF or into a reimbursable generator's account.

**NOTE:** In cases of a DRMO taking payment for an unrelated DRMO, the owning DRMO must input the collection as well into their database in order to do the transfer vouchers. The blotter and deposit ticket would need to be manually corrected in this instance. A fix to the batch process, which will automatically update the owning DRMOs database, is currently being tested. In the interim, another alternative is to do manual transfer vouchers.

POC for this SOP is Mary Radcliff/J6B (DSN) 661-5773.

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## C6. SALES Program

### Enclosure 2 - Standard Operating Procedures (SOP) for Commercial Venture (CV) Transactions

|   |                                    |
|---|------------------------------------|
| Subject:<br><b>Standard Operating Procedures (SOP) for Commercial Venture (CV) Transactions</b> Edited 5 April 2006 | Date Revised:<br><b>APR 06</b>     |
| Reference:<br><b>DRMS-I 4160.14, C6.1.3.1.4.1</b>   | Issuing Office:<br><b>DRMS-BBS</b> |

| Actions or Tasks   | Assigned to:                 |
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| <p><i>This Standard Operating Procedure (SOP) is designed for use by DRMS, DRMO, and Sales Partner personnel with the sole purpose of providing standards for Commercial Venture (CV) contract administration. CV contract, 99-0001-0002, awarded 6/13/01, consists of 13 sales items. Only usable, DEMIL code A, B &amp; Q property is part of this contract to include reimbursable property. All processing shall be in accordance with policies and procedures set forth in the applicable volumes of DRMS-I 4160.14. Hazardous property, DEMIL required property, property requiring mutilation as condition of sale, and scrap property are excluded.</i></p> <p>To ensure accurate cost tracking, all time expended toward this contract should be exception reported correctly. Use the appropriate cost code for the task being performed, i.e., use applicable warehousing cost code and JON 00COV2 for moving property to the Sales Partner's dedicated area or the DRMO CV Point of Contact's (POC's) delivery order validation should be charged to cost accounting code 534033701 (4.1.2.4.16) and JON 00COV2. Time spent to receive and store property should <u>not</u> be charged to CV.</p> <p>The Bidder Identification Number (BIN) for the Sales Partner is <b>3001276217</b>, and the IFB/contract number is <b>99-0001-0002</b>.</p> <p>The Sales Contracting Officer (SCO) is responsible for administering the CV contract. The CV POCs should turn to the SCO when day-to-day issues arise that cannot be resolved by contacting:</p> <p><b>Becky Bellinger</b>, DSN 661-7079, Fax 932-5283<br/>email – <a href="mailto:becky.bellinger@dla.mil">becky.bellinger@dla.mil</a></p> <p>In the event that an outside agency such as OSHA or any type of investigation agency arrives at the DRMO with a focus on CV, the</p> | <p><b><u>GENERAL</u></b></p> |

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DRMO shall notify the SCO immediately.

**A. WRITTEN APPOINTMENT:** At a minimum, each DRMO should assign one primary and one alternate CV POC. The name(s) of the assigned individuals should be provided to the SCO and any status change should be reported as it occurs.

**B. RECEIPTS:** Only property identified in the scope of this contract should be referred to the Sales Partner. Current DRMS guidance pertaining to controlled items always prevails when determining eligible items to be issued to the Sales Partner. The Sales Partner should be contacted when the sales potential of an item is questionable during the receipt process. The following FSCs have been identified as having sales potential and if not controlled by regulations, as a general rule are not recommended for downgrade:

**FSCs Not Recommended for Downgrade**

|      |      |      |      |      |      |      |       |
|------|------|------|------|------|------|------|-------|
| 1510 | 1520 | 1560 | 1610 | 1615 | 1620 | 1630 | 1650  |
| 1660 | 1670 | 1680 | 1710 | 1720 | 1730 | 1740 | 19xx  |
| 2010 | 2040 | 2050 | 2090 | 2610 | 2620 | 2630 | 2640  |
| 2810 | 2840 | 2915 | 2925 | 2935 | 2995 | 3010 | 31xx  |
| 32xx | 34xx | 3530 | 3540 | 36xx | 38xx | 39xx | 48xx  |
| 4920 | 51xx | 52xx | 5821 | 5826 | 5831 | 5841 | 6340  |
| 65xx | 6605 | 6610 | 6615 | 6620 | 6625 | 6640 | 67xx* |
| 7710 | 7720 | 95xx | 99xx |      |      |      |       |

\*Excluding FSCs 6525, 6750 and 6770 shelf-life expired, processed and unprocessed medical/dental film which must be processed through the DoD PMRP.

Establish only one national accumulation number for CV property. DEMIL code challenges for suspect property should be input into DAISY immediately.

**Property Not Authorized for CV**

Due to policy changes, from time to time certain property may become ineligible to be issued to the Sales Partner. Currently, the following items are not included in this contract, therefore, should not be referred for sale:

1. Hazardous Property.
2. F-14 Aircraft Parts.
3. Property requiring any type of mutilation as a condition of sale that renders it unusable for original intent (i.e., P2 fire trucks).

**AREA MANAGER**

**DRMO OVERSIGHT/SALES PARTNER**

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4. Teletype equipment, parts and components.
5. Circuit cards, circuit boards, expansion cards or microcircuits.
6. Although FSC 8120 (Cylinders) are included in this contract, the Sales Partner has declined receipt IAW the HM right of refusal law.
7. Property prohibited from sale by any regulation.
8. Controlled Laboratory and Nuclear, Biological or Chemical Defense Equipment (NBCDE) items, based on current DRMS guidance.
9. FSC 6920, ARMAMENT TRAINING DEVICES.
10. Security police and fire fighter identification badges found in FSC 8455 Badges and Insignias.

The following information serves as a reminder of items that either have been recently added the CV contract or further clarifies items that are included in the contract.

**Property Authorized for CV**

1. IAW CV contract Modification #7, dated January 16, 2004, ALL usable computer equipment will be referred to the Sales Partner to include CPU's, monitors, keyboards, printers and other computer accessories. Per the modification, the Sales Partner must return any hard-drives possibly containing classified information. Once returned, the CV POC must immediately secure the returned hard-drive and initiate a Situation Report (SITREP).
2. Refer all usable vehicles, to include vehicular parts and components. Ideally, the condition of the vehicle (usable/scrap) should be determined by the DRMO at the time of receipt.
3. Refer all Electron Tubes that are DEMIL Code A, B or Q and have a full NSN.
4. Refer all Extender Cards (not to be confused with Expansion Cards which are listed on the "Do Not Refer" list above).
5. IAW DRMS-B guidance subject: Release of Federal Stock Class (FSC) 8455 Badges, Insignias, dated September 7, 2004, FSC 8455 BADGES AND INSIGNIAS should be referred to the Sales Partner with the exception of security police and fire fighter metal identification badges which must be returned to the generator.
6. As a general rule, DLA depots have been advised that Recycling Control Point (RCP) property in FSC 1560 not in A condition will not be shipped to the Sales Partner, but is to be turned into the co-located DRMO for processing directly to sale as it has been previously screened at the depot.

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**C. DAISY INPUT:**

Process XR1s in accordance with DRMS-I 4160.14 and guidelines set forth in this SOP.

1. **Input XR1s in DAISY:** Once the DEMIL code is entered (A, B, or Q) a pop-up window will inform you that the property qualifies for the CV contract. Click “yes” to continue processing the XR1. DAISY has automatically assigned the Material Screening Code (MSC) of V. Fill in the site and location and then press F9 to update. The accumulation number pop up will appear. Enter the current accumulation number, which must contain a V as the 2<sup>nd</sup> digit. DAISY has automatically entered the correct IFB and item number for the property. Click “no” if the property is not to go to CV after RTD or falls into one of the categories listed in paragraph B of this SOP.
2. **Batch Lotting:** Use existing batch lot procedures as set forth in DRMS-I 4160.14. Use the predominant FSC to complete the XR1. Generator prepared batch lots must be batched IAW DoD 4160.21-M. Batch lots should be certified IAW DRMS-I 4160.14.

**D. STORAGE:** Store CV property IAW procedures established in DRMS-I 4160.14. Storage space designated for the Sales Partner must be clearly identified as such and not co-mingled with Government property. DRMOs are encouraged to offer the Sales Partner as much storage space as possible without hindering their daily operation. Improperly stored items causing safety concerns, i.e., pallets in center of aisle, overhanging pallets, etc., should be brought to the attention of the Sales Partner for resolution.

**E. RTD:** Allow normal RTD screening of property. On a weekly basis, request the quantity imbalance report available in DAISY. Monitor property with unbalanced quantities to ensure requisitions/issues are processed in a timely manner. Ensure quantities are brought back into balance before ESD of the affected accumulation. Property with quantities in imbalance at ESD will roll into MSC Q and will not appear on CV delivery orders.

When processing an issue or denial, a popup screen will appear asking if the remaining property should be processed for CV. Answer “yes”, and the property will go back into the original accumulation. If you answer “no” a DTID re-start will be required.

Allow one (1) week after ESD for final removal of property tagged during the last week of screening. Formal screening is allowed during this timeframe.

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| <p>Allow two (2) working days immediately following the donation period for RTD 2 Screening. The RTD 2 screening period is not intended for formal screening. It is a “first come first serve” issue period.</p> <p>At the end of the RTD 2 period, ensure DAISY is updated to account for any reutilization, downgrade, or other action that has made the property ineligible for referral to the Sales Partner.</p> <p>The end of RTD 2 screening is the last opportunity to downgrade items to scrap if the condition, history and/or regulatory requirements of the item so warrants.</p> <p>Property not removed by the end of the RTD 2 period is no longer eligible for issue and will be released to the Sales Partner on a Delivery Order.</p> <p>Property may be issued/withdrawn after RTD but <b><u>before</u></b> appearing on a Delivery Order as it is not considered titled to the Sales Partner. Property <b><u>appearing on</u></b> a Delivery Order belongs to the Sales Partner and cannot be issued by DRMS. Items previously issued to an RTD customer that have been removed by the RTD customer yet not updated in DAISY thus mistakenly appearing on the Delivery Order should not transfer to the Sales Partner. The DRMO CV POC will advise the SCO and a credit will be issued to the Sales Partner.</p> <p>Property intended to be issued to an RTD customer, however, not removed and not updated in DAISY allowing the item to appear on a Delivery Order, must be referred to the SCO for a decision.</p> <p><b><u>F. SALES PREPARATION:</u></b> Each Monday, the DRMO CV POC will create a list of all property received the previous week (by date entered inventory sequence). The POC will review the list for inconsistencies and discrepancies and initiate corrective action pertaining to such issues as:</p> <ul style="list-style-type: none"> <li>Local Stock Numbers (LSNs) with high dollar amounts</li> <li>Critical FSCs</li> <li>Laboratory Equipment</li> <li>Textiles</li> <li>DEMIL challenges</li> </ul> <p>Review batchlot documentation to certify procedures are in compliance.</p> <p>Physically review vehicles and verify SF97 information.</p> <p>Present the final reviewed listing along with original batch lot documentation to the DRMO Chief or his designee for DEMIL code certification according to DRMS-I 4160.14.</p> |  |
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| <p>The DRMO CV POC will conduct a walk through of the accumulation to visually validate that the property is in usable condition and to ensure that all pilferable items are stored in a secure location.</p> <p><b>G. <u>DELIVERY ORDER PROCESSING:</u></b> Each week, DRMS will review certain items referred for sale prior to the official Delivery Order being issued to the Sales Partner. Any item perceived to be ineligible for sale will be deleted from final Delivery Order prior to issuing. DEMIL codes suspected of being incorrect will be challenged and if the item is still eligible to be issued to the Sales Partner the Delivery Order will be updated to reflect the correct code prior to release.</p> <p>DRMO CV POCs may be contacted by DRMS to obtain additional information regarding questionable items. Non-response to the request may result in items being deleted from the Delivery Order prior to issuing. DRMS will notify the DRMO CV POC of items withdrawn.</p> <p>Each week, DRMS will issue a Delivery Order to DRMOs and the Sales Partner. DRMOs will find the Delivery Order available on the web, <a href="http://techweb/rcpcv/">http://techweb/rcpcv/</a> and enter the applicable DRMO RIC and RIC suffix.</p> <p>The DRMO CV POC and Sales Partner will use the Delivery Order to validate the property against the physical property in location.</p> <p>While discrepancies should be minimal, all changes to the Delivery Order should be clearly annotated in the right margin. Do not cross through lines or DTIDs. Quantity differences should reflect the incorrect amount circled with the correct amount written. Items to be downgraded should be annotated as such. Property not in location should be annotated with, "NIL". Property not on the Delivery Order, but physically in location should not be issued to the Sales Partner.</p> <p>Items refused by Sales Partner should be annotated as "abandoned" on the Delivery Order.</p> <p>Acquisition costs are normally not subject to dispute, however, you may sometimes find that the acquisition cost is incorrect due to a data input error or is misrepresented based on the poor condition of the property. If the Sales Partner indicates a desire to try to sell the item if the acquisition value was reduced to a more reasonable and agreed upon dollar value, then the DRMO may elect to change the lower the acquisition value. The Delivery Order should be</p> | <p><b><u>DRMS/DRMO OVERSIGHT/SALES PARTNER</u></b></p> |
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| <p>annotated with the updated dollar value in the left margin and provided to the SCO for adjustment. As each case is unique when considering a lower acquisition value, there is no set formula for determining the new amount, however, the decision of the DRMO is final and will not be changed at a higher level.</p> <p>After verification of inventory, both the DRMO CV POC and the Sales Partner will sign the last page of the Delivery Order and include the statement, "No Discrepancies Noted". Unless discrepancies exist, this is the only page requiring signatures. In the event of other discrepancies, both DRMO CV POC and Sales Partner must sign each page containing a change.</p> <p>The signed Delivery Order must also address the required NBC verification, therefore, if textiles are included in the Delivery Order, the DRMO CV POC should add the following statement: <b>"This property has been 100% inspected and does not contain any NBC property"</b>, followed by signature and date.</p> <p>If the delivery order contains items in FSC 8455, BADGES AND INSIGNIA, the DRMO CV POC should add the following statement: <b>"This property has been 100% inspected and does not contain any security type identification badges (police/fire fighter)"</b>, followed by signature and date.</p> <p>The signed Delivery Order, to include all pages containing annotations should be faxed/mailed/e-mailed/scanned to DRMS. If there are <b>no discrepancies</b>, fax/mail a copy of the signed page to the SCO with the statement <b>"no discrepancies noted on DO # ____"</b>.</p> <p>Property will be removed from the DRMO's accountable record with one XS7 for each item number. The sale price for each item is listed on the last page of the Delivery Order.</p> <p><b>H. PROPERTY RELEASE:</b> Bulk type property or property stored outside may remain in place by mutual agreement between DRMO and the Sales Partner. Large items such as vehicles, shelters, or trailers are not required to be moved to a dedicated area.</p> <p>Do not co-mingle DRMO property with property belonging to the Sales Partner.</p> <p>When a designated storage area is not available, DRMOs should clearly mark all property not physically moved (i.e., property received in place) as CV Property – not available for screening/issue and include the Delivery Order number. The markings should be visible to anyone passing by the property.</p> | <p><b><u>DRMO OVERSIGHT/SALES PARTNER</u></b></p> |
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The DRMO is not responsible for loading the Sales Partner's customer conveyances unless previous arrangements have been made.

Unless otherwise noted, the Sales Partner must remove Receipt In Place property within 60 days from issue. The DRMO CV POC is responsible for monitoring this property to insure property is removed in a timely fashion. A MIDAS report has been implemented to assist POCs in tracking. The report is available on the DRMS Website, DAISY/MIDAS reports. The report is PUB.DATA.INTEGRITY, then CV REC IN PLACE. **Any noncompliance issues should be brought to the attention of the SCO.**

Title to the property passes to the Sales Partner once the item appears on a Delivery Order.

**I. DOCUMENTATION:** DRMOs are required to provide the Sales Partner with all documentation required by law, regulation, or policy, such as PCB analysis documentation, refrigeration/container certification, or FSCAP logs. However, DRMO is not required to provide the partner with RTD documentation or other Government/DRMO peculiar records. It is the responsibility of the DRMO and the Sales Partner to verify the information on the documents. All errors shall be corrected immediately.

If an SF-97 will be issued to the Sales Partner, DRMOs shall provide at the time the Delivery Order is signed and should be issued to:

Government Liquidation  
15051 N Kierland Blvd, 3<sup>rd</sup> Floor  
Scottsdale, AZ 85254

The Sales Partner's dedicated storage space must be inspected on a weekly basis and reported when completing the DRMS Form 2000. Instances requiring immediate attention, such as improper storage or safety/security concerns should be reported to the SCO immediately.

**J. ABANDONMENT:** The Sales Partner may elect to abandon certain property that has poor sales expectations. This property can be returned to the DRMO and then processed directly to scrap using the DRMS Form 18, Scrap Tally Sheet, or use the original DTID and process as an XR3, or if necessary, follow "found on post" procedures. The Sales Partner will not be issued a credit for property abandoned.

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| <p><b>K. <u>UPGRADE FROM SCRAP:</u></b> If the Sales Partner requests a scrapped item be upgraded for sales purposes, the DRMO will comply when possible and IAW current regulations. All DEMIL codes must be verified prior to upgrading property. If the item is a critical FSC or a “buzzword”, it may only be upgraded if a full NSN can be identified. If the property was downgraded upon receipt, process upgraded property through the RTD cycle (not required for property that was downgraded at ESD and has completed RTD.</p> <p><b>L. <u>DEMIL CODE CHANGE PROCEDURES:</u></b> When a DEMIL code changes to DEMIL required while the property is still in control of the DRMO, withdraw the property from the Sales Partner’s accumulation and place it with the appropriate DEMIL required accumulation. If an item becomes DEMIL required after issuing to the Sales Partner, the Partner should be notified immediately. If the property is still in the partner’s possession, it will be returned to DRMO control and the SCO notified. If the property has been sold by the Sales Partner and removed by their customer, the SCO will be notified and the Sales Partner will be responsible for notifying their customer.</p> <p><b>M. <u>ACCESS TO CV AREA:</u></b> The amount of storage space provided will vary from site to site depending on availability. All efforts should be made to provide the Sales Partner as much space as possible without hindering the DRMO operations. The space provided shall be dedicated for the exclusive use by the Sales Partner.</p> <p>The DRMO is encouraged to allow access the Sales Partner’s employees and their customers during normal DRMO operations. Base/DRMO security requirements apply to the Sales Partner’s employees and customers.</p> <p>Once property has been issued to the Sales Partner and jointly inventoried on a Delivery Order, the Sales Partner is responsible for the security of the property. The DRMO must ensure that no unauthorized personnel (such as screeners) have access to the designated area.</p> <hr/> <p><b><u>GUIDELINES FOR CV RECYCLING CONTROL POINT (RCP) Property Handling</u></b></p> <p>Certain sites have been identified for the Sales Partner to receive Recycling Control Point (RCP) property shipped from DLA Depots. Separate storage space must be issued to the Sales Partner at these sites and designated to store RCP property. The RCP</p> | <p><b><u>GENERAL</u></b></p> |
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| <p>Liaison assigned to each location should work closely with the RCP office in DRMS, as well as, the SCO for CV property.</p> <p>Each week, the RCP should conduct a walk-through of the Sales Partner's designated storage area. Any problems such as inadequate storage space, improperly stored property, safety issues, etc., should be brought to the attention of the SCO.</p> <p>Only usable, DEMIL Code A, B, &amp; Q property is included in this contract. Since RCP property is shipped directly from the DLA Depot to the Sales Partner, DRMS is not involved in the receipt process of the property. Therefore, continued vigilance by the Sales Partner is required to ensure miss-shipped property is quickly identified and returned to the Government.</p> <p><i>As a general rule, DLA depots have been advised that Recycling Control Point (RCP) property in FSC 1560 not in A condition will not be shipped to the Sales Partner, but is to be turned into the co-located DRMO for processing directly to sale as it has been previously screened at the depot.</i></p> <p>The SCO is responsible for administering the CV contract. The RCP Liaisons should turn to the SCO when day-to-day issues arise by contacting:</p> <p><b>Becky Bellinger</b>, DSN 661-7079, Fax 932-5283<br/>email – <a href="mailto:becky.bellinger@dla.mil">becky.bellinger@dla.mil</a></p> <p>The RCP Liaison will be responsible for generating Supply Discrepancy Reports (SDRs). There are five basic categories of discrepancies:</p> <ul style="list-style-type: none"> <li><b>Mis-shipped</b> – property shipped to wrong location.</li> <li><b>Mis-Identified</b> – property received is not the property identified on the DD-1348.</li> <li><b>No Paperwork</b> – property received without documentation.</li> <li><b>DEMIL Required</b> – property received is not DEMIL code A, B, or Q.</li> <li><b>Hazardous Property</b> – Property having hazardous constituents.</li> </ul> <p><b><u>Mis-shipped Property:</u></b></p> <p>If the "Ship to" field does not contain DODAAC "SC4402", the RCP Liaison must submit an SDR requesting disposition instructions or long-line of accounting so that the property can be forwarded to the correct customer. The location, estimated weight and priority code must be annotated. The RCP Liaison will attach the SDR to the material and while awaiting disposition instructions, place in the storage area identified as "mis-shipments".</p> | <p><b><u>RCP LIAISON/SALES PARTNER</u></b></p> |
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Once line of accounting or TAC code is received, the property should be forwarded to the correct customer by the RCP Liaison who will then update and close record on appropriate spreadsheet indicating the date of shipment.

**Mis-Identified Property:**

Items identified by the Sales Partner that are thought to be outside the scope of the CV contract will be brought to the attention of the RCP Liaison. The RCP Liaison will submit an SDR. The first line of the description field should indicate the property that should have been received. If there is a difference in the quantity received, the RCP Liaison should circle quantity and annotate the correct quantity on the DD-1348. Process the correct quantity and NSN. The second line of the "Description Field" (and as many lines as needed) will identify the actual property received by NSN and Noun.

The RCP Liaison will then research the items that were received to determine if the item is on the S9W account. If not, the SDR should be properly identified and updated with the weight and cube. Item will then be place in the correct storage area.

If the item cannot be found on the S9W account, the RCP Liaison will then generate a FOB (DD-1348) and contact RCP Team Leader to obtain document number. Spreadsheet will be updated accordingly.

**No Paperwork Property:**

The RCP Liaison shall research the item using information available information, part number, manufacturer, contract number, etc., in order to determine the proper NSN. WEBDOCs should be used to determine if the NSN has been received at any DRMO/DEMIL Center in the quantity that you have. If so, check the history to find out the status.

If the item is found but the quantities do not match, submit an SDR for the difference. Use the same DTID number that was sent to RCP. If DAISY indicates a duplicate DTID number, allow DAISY to generate a UCN.

If the item is less than \$800 and does not require DEMIL, a WEBDOCs document will not be available. The RCP Liaison will then generator an FOB DD-1348 and submit an informational SDR only. Annotate spreadsheet accordingly.

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**DEMIL Required Property:**

The RCP Liaison will validate the DEMIL Code in FEDLOG/LOGRUN/FLIS/DAISY. RCP DAISY should be researched to determine if a DEMIL Code change or challenge has occurred.

If there is a mis-match between systems, submit a DEMIL code challenge in DAISY and place the item in the DEMIL code challenge area.

If the item is determined to be DEMIL required, the RCP Liaison should immediately turn over to the DRMO or CDC for processing.

If the item is determined that no DEMIL is required, the RCP Liaison should return to the Sales Partner with the applicable documentation.

**Hazardous Property:**

The Sales Partner will notify the RCP Liaison of the receipt of suspected hazardous property by completing a SF 364 when returning the item. The RCP Liaison will examine the suspected property. If found to be hazardous, the property should be moved to the DRMO "Troubled Area".

The RCP Liaison will determine whether the item can be returned to the depot without manifesting and if so, will initiate shipping process. If manifesting is required, the RCP Liaison will place the property in the HM storage area and request the applicable MILSBILLS fund citation or contact the depot to provide appropriate funds to ship the item.

The RCP Liaison will notify the SCO to credit the Sales Partner for the property return.

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## C6. SALES Program

### Enclosure 3 - Federal Supply Classes (FSC) Authorized For Retail Sale

|      |  |
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| 2050 | BUOYS  |
| 2090 | MISCELLANEOUS SHIP AND MARINE EQUIPMENTS   |
| 2340 | MOTOR SCOOTERS AND BICYCLES  |
| 2530 | VEHICULAR BRAKE, STEERING, AXLE, WHEEL AND TRUCK COMPONENTS                            |
| 2540 | VEHICULAR FURNITURE AND ACCESSORIES  |
| 2590 | MISCELLANEOUS VEHICULAR COMPONENTS   |
| 2610 | TIRES AND TUBES, PNEUMATIC, EXCEPT AIRCRAFT  |
| 2640 | TIRE REBUILDING AND TIRE AND TUBE REPAIR MATERIEL MACHINERY                            |
| 3030 | BELTING, DRIVE BELTS, FAN BELTS AND ACCESSORIES  |
| 3110 | BEARINGS, ANTI-FRICTION, UNMOUNTED   |
| 3120 | BEARINGS, PLAIN, UNMOUNTED   |
| 3130 | 3130 BEARINGS, MOUNTED   |
| 3415 | GRINDING MACHINES (BENCH ONLY)   |
| 3439 | MISCELLANEOUS WELDING, SOLDERING, BRAZING SUPPLIES AND ACCESSORIES                     |
| 3510 | LAUNDRY AND DRY CLEANING EQUIPMENT   |
| 3750 | GARDENING IMPLEMENTS AND TOOLS   |
| 3770 | SADDLERY, HARNESS, WHIPS, AND RELATED ANIMAL FINISHING                                 |
| 3920 | MATERIELS HANDLING EQUIPMENT, NONSELF-PROPELLED  |
| 3990 | MISCELLANEOUS MATERIELS HANDLING EQUIPMENT   |
| 4010 | CHAIN AND WIRE ROPE  |
| 4020 | FIBER ROPE, CORDAGE, AND TWINE   |
| 4030 | FITTINGS FOR ROPE, CABLE AND CHAIN   |
| 4110 | SELF CONTAINED REFRIGERATION AND AIR CONDITIONING EQUIPMENT                            |
| 4120 | SELF CONTAINED AIR CONDITIONING UNITS AND ACCESSORIES                                  |
| 4140 | FANS AND AIR CIRCULATORS, NON-INDUSTRIAL   |
| 4510 | PLUMBING FIXTURES AND ACCESSORIES  |
| 4520 | SPACE HEATING EQUIPMENT AND DOMESTIC WATER HEATERS                                     |
| 4610 | WATER PURIFICATION EQUIPMENT   |
| 4710 | PIPE AND TUBE  |
| 4720 | HOSE AND TUBING  |
| 4730 | FITTINGS AND SPECIALTIES   |
| 4820 | VALVES, NONPOWERED   |
| 4930 | LUBRICATION AND FUEL DISPENSATION EQUIPMENT (ONLY HAND HELD, HAND OPERATED NONPOWERED) |
| 5110 | HAND TOOLS, EDGED, NONPOWERED  |
| 5120 | HAND TOOLS, NONEDGED, NONPOWERED   |
| 5130 | HAND TOOLS, POWER DRIVEN   |
| 5133 | DRILL BITS, COUNTERBORES, AND COUNTERSINKS: HAND AND MACHINE                           |
| 5136 | TAPS, DIES, AND COLLETS: HAND AND MACHINE  |
| 5140 | TOOL AND HARDWARE BOXES  |
| 5180 | SETS, KITS AND OUTFITS OF MEASURING TOOLS  |
| 5210 | MEASURING TOOLS, CRAFTSMEN'S   |
| 5220 | INSPECTION GAGES AND PRECISION LAYOUT TOOLS  |
| 5280 | SETS, KITS AND OUTFITS OF MEASURING TOOLS  |
| 5305 | SCREWS   |
| 5306 | BOLTS  |
| 5307 | STUDS  |
| 5310 | NUTS AND WASHERS   |
| 5315 | NAILS, KEGS, AND PINS  |
| 5320 | RIVETS   |
| 5325 | FASTENING DEVICES  |
| 5330 | PACKING AND GASKET MATERIELS   |
| 5335 | METAL SCREENING  |
| 5340 | MISCELLANEOUS HARDWARE AND METAL SCREENING   |

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| 5345 | DISKS AND STONES, ABRASIVES   |
| 5350 | *ABRASIVE MATERIELS   |
| 5355 | KNOBS AND POINTERS  |
| 5360 | COIL, FLAT, AND WIRE SPRINGS  |
| 5365 | RINGS, SHIMS, AND SPACERS   |
| 5510 | LUMBER AND RELATED BASIC WOOD MATERIELS   |
| 5520 | MILLWORK  |
| 5530 | PLYWOOD AND VENEER  |
| 5620 | TILE, BRICK, AND BLOCK  |
| 5630 | PIPE AND CONDUIT, NONMETALLIC   |
| 5640 | WALLBOARD, BUILDING PAPER, AND THERMAL INSULATION MATERIELS                     |
| 5650 | ROOFING AND SIDING MATERIELS  |
| 5660 | FENCING, FENCES, AND GATES  |
| 5670 | BUILDING COMPONENTS, PREFABRICATED  |
| 5905 | RESISTORS   |
| 5910 | CAPACITOR   |
| 5920 | FUSES, ARRESTORS, ABSORBERS, AND PROTECTORS                                     |
| 5925 | CIRCUIT BREAKERS  |
| 5930 | SWITCHES  |
| 5935 | CONNECTORS, ELECTRICAL  |
| 5940 | LUGS, TERMINALS AND TERMINAL STRIPS   |
| 5945 | RELAYS AND SOLENOIDS  |
| 5950 | COILS AND TRANSFORMERS  |
| 5965 | HEADSETS, HANDSETS, MICROPHONES, AND SPEAKERS                                   |
| 5970 | ELECTRICAL INSULATORS AND INSULATING AND INSULATING MATERIEL                    |
| 5975 | ELECTRICAL HARDWARE AND SUPPLIES  |
| 5977 | ELECTRICAL CONTACT BRUSHES AND ELECTRODES                                       |
| 5995 | CABLE, CORD AND WIRE ASSEMBLIES, COMMUNICATION EQUIPMENT                        |
| 5996 | AMPLIFIERS  |
| 5998 | ELECTRICAL AND ELECTRONIC ASSEMBLIES, BOARDS, CARDS, AND ASSOCIATED<br>HARDWARE |
| 5999 | MISCELLANEOUS ELECTRICAL AND ELECTRONIC COMPONENTS                              |
| 6105 | MOTORS, ELECTRICAL  |
| 6110 | ELECTRICAL CONTROL EQUIPMENT  |
| 6130 | POWER CONVERSION EQUIPMENT, ELECTRICAL  |
| 6135 | *BATTERIES, PRIMARY   |
| 6140 | *BATTERIES, SECONDARY   |
| 6145 | WIRE AND CABLE, ELECTRICAL  |
| 6160 | MISCELLANEOUS BATTERY RETAINING FIXTURES AND LINERS                             |
| 6210 | INDOOR AND OUTDOOR ELECTRIC LIGHTING FIXTURES                                   |
| 6220 | ELECTRIC VEHICULAR LIGHTS AND FIXTURES  |
| 6230 | ELECTRIC PORTABLE AND HANDLIGHTING EQUIPMENT                                    |
| 6240 | ELECTRIC LAMPS  |
| 6250 | *BALLASTS, LAMPHOLDERS, AND STARTERS  |
| 6260 | NONELECTRICAL LIGHTING FIXTURES   |
| 6625 | ELECTRICAL AND ELECTRONIC PROPERTIES MEASURING AND TESTING INSTRUMENTS          |
| 6640 | *LABORATORY EQUIPMENT AND SUPPLIES  |
| 6645 | TIME MEASURING INSTRUMENTS  |
| 6650 | OPTICAL INSTRUMENTS   |
| 6670 | SCALES AND BALANCES   |
| 6675 | DRAFTING, SURVEYING AND MAPPING INSTRUMENTS                                     |
| 6720 | CAMERAS, STILL PICTURE  |
| 6730 | PHOTOGRAPHIC PROJECTION EQUIPMENT   |
| 6740 | PHOTOGRAPHIC DEVELOPING AND FINISHING EQUIPMENT                                 |
| 6750 | *PHOTOGRAPHIC SUPPLIES  |
| 6760 | PHOTOGRAPHIC EQUIPMENT AND ACCESSORIES  |
| 6910 | TRAINING AIDS   |

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| 7021 | ADP CENTRAL PROCESSING UNIT DIGITAL                               |
| 7025 | ADP INPUT/OUTPUT AND STORAGE DEVICES                              |
| 7030 | ADP SOFTWARE  |
| 7045 | ADP SUPPLIES  |
| 7105 | HOUSEHOLD FURNITURE   |
| 7110 | OFFICE FURNITURE  |
| 7125 | CABINETS, LOCKERS, BINS AND SHELVING                              |
| 7195 | MISCELLANEOUS FURNITURE AND FIXTURES                              |
| 7210 | HOUSEHOLD FURNISHINGS   |
| 7220 | FLOOR COVERINGS   |
| 7230 | DRAPERIES, AWNINGS, AND SHADES                                    |
| 7240 | HOUSEHOLD AND COMMERCIAL UTILITY CONTAINERS                       |
| 7290 | MISCELLANEOUS HOUSEHOLD AND COMMERCIAL FURNISHINGS AND APPLIANCES |
| 7310 | FOOD PREPARATION AND SERVING EQUIPMENT                            |
| 7330 | KITCHEN HANDTOOLS AND UTENSILS                                    |
| 7340 | CUTLERY AND FLATWARE  |
| 7350 | TABLEWARE   |
| 7360 | SETS, KITS, OUTFITS, AND MODULES, FOOD PREPARATION AND SERVING    |
| 7420 | ACCOUNTING AND CALCULATING MACHINES                               |
| 7430 | TYPEWRITERS AND OFFICE TYPE COMPOSING MACHINES                    |
| 7435 | OFFICE INFORMATION SYSTEMS EQUIPMENT                              |
| 7450 | OFFICE TYPE SOUND RECORDING AND REPRODUCING EQUIPMENT             |
| 7490 | MISCELLANEOUS OFFICE MACHINES                                     |
| 7510 | OFFICE SUPPLIES   |
| 7520 | OFFICE DEVICES AND ACCESSORIES                                    |
| 7530 | STATIONARY AND RECORD FORMS                                       |
| 7610 | BOOKS AND PAMPHLETS   |
| 7660 | SHEET AND BOOK MUSIC  |
| 7710 | MUSICAL INSTRUMENTS   |
| 7720 | MUSICAL INSTRUMENT PARTS AND ACCESSORIES                          |
| 7730 | PHONOGRAPHS, RADIOS AND TELEVISION SETS, HOME TYPE                |
| 7740 | PHONOGRAPH RECORDS  |
| 7810 | ATHLETIC AND SPORTING EQUIPMENT                                   |
| 7820 | GAMES, TOYS, AND WHEELED GOODS                                    |
| 7830 | RECREATIONAL AND GYMNASIAC EQUIPMENT                              |
| 7910 | FLOOR POLISHERS AND VACUUM CLEANING EQUIPMENT                     |
| 7920 | BROOMS, BRUSHES, MOPS, AND SPONGES                                |
| 7930 | *CLEANING AND POLISHING COMPOUNDS AND PREPARATIONS                |
| 8010 | *PAINTS, DOPES, VARNISHES, AND RELATED PRODUCTS                   |
| 8020 | *PAINT AND ARTIST BRUSHES   |
| 8030 | *PRESERVATIVE AND SEALING COMPOUNDS                               |
| 8040 | *ADHESIVES  |
| 8105 | BAGS AND SACKS  |
| 8110 | *DRUMS AND CANS   |
| 8115 | BOXES, CARTONS, AND CRATES  |
| 8125 | BOTTLES AND JARS  |
| 8130 | REELS AND SPOOLS  |
| 8135 | PACKAGING AND PACKING BULK MATERIELS                              |
| 8140 | *AMMUNITION ORDINANCE BOXES, PACKAGES AND SPECIAL CONTAINERS      |
| 8305 | CANVAS  |
| 8310 | YARN AND THREAD   |
| 8315 | NOTIONS AND APPAREL FINDINGS                                      |
| 8340 | TENTS AND TARPULINS   |
| 8345 | FLAGS AND PENNANTS  |
| 8405 | OUTERWEAR, MENS   |
| 8410 | OUTERWEAR, WOMENS   |

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| 8415 | CLOTHING, SPECIAL PURPOSE                             |
| 8420 | UNDERWEAR AND NIGHTWEAR, MENS                         |
| 8425 | UNDERWEAR AND NIGHTWEAR, WOMENS                       |
| 8430 | FOOTWEAR, MENS  |
| 8435 | FOOTWEAR, WOMENS                                      |
| 8440 | HOSIERY, HANDWARE AND CLOTHING ACCESSORIES, MENS      |
| 8445 | HOSIERY, HANDWARE AND CLOTHING ACCESSORIES, WOMENS    |
| 8450 | CHILDREN'S AND INFANTS' APPAREL AND ACCESSORIES       |
| 8455 | BADGES AND INSIGNIA                                   |
| 8460 | LUGGAGE   |
| 8465 | INDIVIDUAL EQUIPMENT                                  |
| 8510 | *PERFUMES, TOILET PREPARATIONS AND DENTIFRICE'S       |
| 8520 | *TOILET SOAP, SHAVING PREPARATIONS AND DENTIFRICE'S   |
| 8530 | PERSONAL TOILETRY ARTICLES                            |
| 8540 | TOILETRY PAPER PRODUCTS                               |
| 8720 | *FERTILIZERS  |
| 8730 | SEED AND NURSERY STOCK                                |
| 9150 | *OILS AND GREASES; CUTTING, LUBRICATING AND HYDRAULIC |
| 9160 | MISCELLANEOUS WAXES, OIL, AND FATS                    |
| 9310 | PAPER AND PAPERBOARD                                  |
| 9320 | RUBBER FABRICATED MATERIELS                           |
| 9330 | PLASTICS FABRICATED MATERIELS                         |
| 9450 | WOOD AND LUMBER                                       |
| 9905 | SIGNS, ADVERTISING DISPLAYS AND IDENTIFICATION        |
| 9910 | JEWELRY   |
| 9920 | *SMOKERS ARTICLES AND MATCHES                         |
| 9999 | *MISCELLANEOUS INDIVIDUAL CONSUMER TYPE ITEMS         |

\*Only commercially-available items within these FSCs may be sold via retail with prior approval of the agency head or designee. Internal guidelines must be established.

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## C6. SALES Program

**Enclosure 4 - Standard Operating Procedures (SOP) For Hazardous Material Sale**

|   |                                     |
|---|-------------------------------------|
| Subject: <b>Standard Operating Procedures (SOP) For Hazardous Material Sale</b> | Date Revised:<br><b>05 MAY 2005</b> |
| Reference:<br><b>DRMS-I 4160.14, Section 2, Chapter 6.</b>                      | Issuing Office:<br><b>DRMS-BBS</b>  |

[illegible]

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| <p>DRMO for rework.<br/>(The DRMO is not required to submit copies of the DD 1348-1, DRMS-1920 or analysis to DRMS unless requested; copies of these forms must be kept in the DRMO sales files).</p> <p>The Sale Contracting Officer (SCO) will review all referrals for accuracy and completion, including DEA Watch list property. The SCO will initial off on both the ENV (Environmental) and PMS (Property Management Specialist) review in DNSP for referrals that do not require special provisions.</p> <p>For Red list and special provisions referrals that require a Market Research to be completed: The DRMO, with the help of DRMS-BBS, will conduct a market research to determine a valid market for the property. If no market is found, the property will be sent to U/D. In cases where a valid market is located, DRMS-BBS will submit supporting documentation to DRMS-BCE for review. If DRMS-BCE agrees with the supporting documentation, DRMS-BCE will initial off on the ENV review portion of the referral and the SCO will initial off on the PMS review portion. In cases where DRMS-BCE disagrees with selling of the property, DRMS-BCE will provide the SCO with the reason(s) why the property should not be sold. The SCO and the DRMO will work with DRMS-BCE to reach a final decision on whether the property can be sold or sent to U/D.</p> <p>The SCO will review the catalog prior to sending to the printer and the web to ensure that all applicable articles and conditions are included in the catalog. When a Red list or special provisions item(s) is included in the catalog, a hard repro copy of the catalog will be forwarded to DRMS-BBS to review those items. After bid opening, the SCO will provide DRMS-BCE with a copy of the apparent high bidder list so a pre award survey (PAS) can be done prior to approval (DRMS-BCE will pull a catalog from the web prior to bid opening date.)</p> <p>SCOs will examine all bids submitted for items being sold under the provisions of current DRMS policy regarding the sale of hazardous property. For each apparent high bidder the SCO will require a properly completed Statement of Intent (SOI). A DLA two-way Memorandum, a copy of the SOI, a DNSP Facility Maintenance Screen print out with the name and address of the facility and any other available pertinent documents to assist in the ERD process, (i.e., permits, inspection reports, regulatory contact/ telephone numbers, etc.), will be forwarded to DRMS-BCE.</p> <p><b>NOTE:</b> Each SOI submitted by the high responsive bidder will be examined for completeness and where necessary, will require the bidder to provide additional information to make a determination as to the bidder's responsibility.</p> <p>The prospective purchaser is required to provide the additional information via a resubmission of a signed and complete Statement of Intent. It is imperative that generalities not be accepted. The bidder is required to provide the name, telephone number, address, and nature of business of the principal destination/facility. The bidder must also provide, as applicable, the Transporter and Treatment, Storage, or Disposal Facility (TSDF) EPA permit and/or ID numbers and regulatory contacts and telephone numbers. For hazardous waste items the bidder must provide the name and complete address of the destination facility; post office box addresses are not acceptable. If the bidder does not know the destination of the property, then advise that they must either provide the location of any interim storage facilities being used or provide the name, complete address, and telephone number of the recipient of the property. In order to avoid unnecessary delays, notify and request the bidder to provide such information within a specified period of time, generally not more than 15 calendar days, or their bid</p> | <p><b><u>DRMS-O</u></b></p> |
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| <p>will not be considered responsible. However, if required, and if the bidder originally gave a 60 day bid acceptance period, request the prospective purchaser to extend his bid acceptance period.</p> <p>If the facility(ies) is determined to be environmentally responsible, <u>the SCO will be notified</u> and the property may be awarded. If the property is awarded, DRMS-BBS will fax and mail a copy of the DRMS Form 1427 to the high bidder and will fax a copy of the DRMS Form 1427 and a SOI(s) to the controlling DRMO.</p> <p><b>If the item being removed is listed in 49 CFR, part 172 shipping table <u>regardless of weight, shipping papers will be required</u></b></p> <p>Prior to removal, the DRMO will review shipping papers to ensure that the receiving address is the same address as on the SOI, and that all required shipping information, packaging, marking, labeling, placarding, etc., is complete and correct in accordance with DOT requirements. Corrections will be resolved prior to DRMO signature. Problems that cannot be resolved will be elevated to DRMS-BCE for assistance. DRMS will always be considered the "shipper" and only trained DRMS (or DOD) personnel will review and sign the certification statement on the shipping paper(s). In those instances where the purchaser does NOT provide shipping papers, the DRMO will provide and complete a DRMS Form 2015 (HM Shipping Paper). For partial removals the DRMO will fill out a DLA Form 1367 (Shipment Receipt/Delivery Pass) and DRMS Form 1943 (HP Release/COR Checklist), also DRMS Form 2015, if required. For those purchasers who do not provide shipping papers or whose shipping papers are incorrect, the DRMO may provide shipping papers to the purchaser (or their agent) on a case-by-case basis. If there are any problems regarding the removal of the property, the DRMO will notify DRMS-BBS and/or DRMS-BCE prior to releasing the property. For Contractual problems contact DRMS-BBS, for Technical problems contact DRMS-BCE. One time sales: After all property on the contract has been removed the DRMO will have the DRMS Form 1427 signed by the purchaser (or their agent). The DRMO will submit a copy of all removal documents (DRMS-1427, DLA 1367, DRMS-1943 and DRMS 2015, plus any shipping papers provided by the purchaser or their agent) to DRMS-BBS. The DRMO will keep the original copies in their sale file. Copies of the DD 1348-1 and DRMS 1920 are not required to be sent to DRMS-BBS. On term contracts ensure that the removal documents are submitted to DRMS-BBS after each removal.</p> <p><b><u>C. Negotiated Sale:</u></b> To request a Negotiated Sale, submit e-mail or fax to the Chief of DRMS-BBS. Include in the communication the reason(s) why the DRMO is requesting the Negotiated Sale.</p> <p><b><u>D. Sales Contracting Officer (SCO):</u></b> The assigned SCO is responsible for all contractual changes and modifications and monitors the overall contract at a HQ-to-HQ level. The SCO can be reached at DSN 661-4205, commercial 269-961-4205, Fax 269-961-4020. E-mail <a href="mailto:leroylamphear@mail.drms.dla.mil">leroylamphear@mail.drms.dla.mil</a><br/>The mailing address for all is: DRMS-BBS, Federal Center, 74 Washington Avenue North, Battle Creek, MI 490015</p> | <p><b><u>DRMO</u></b></p> <p><b><u>DRMO</u></b></p> <p><b><u>DRMS-O</u></b></p> |
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## C6. SALES Program

### Enclosure 5 - Suggested FSG/FSC Lotting Guide

|     |  |  |
|-----|--|--|
| 1.  | Aircraft   | 1560 - 16 (except 1670) -2810 -2835 - 2840 - 2845 - 2915 - 2925 - 2935 - 2945 - 2950 - 2995 - 5821 - 5826 - 5831 - 5841 - 6115 - 6125 - 6220 - 6340 - 6605 - 6610 - 6615 - 6620 - 6680 - 6685        |
| 2.  | Electrical and Electronics   | 12 - 5355 - 5805 - 5815 - 5820 - 5825 - 5830 - 5835 - 5840 - 5845 - 5895 - 59 - 6105 - 6110 - 6115 - 6120 - 6125 - 6130 - 6135 - 6140 - 6145 - 6150 - 6210 - 6220 - 6230 - 6240 - 6250 - 6350 - 6625 |
| 3.  | Miscellaneous Ground and Shop Equipment                                  | 1190 - 1440 - 1450 - 17 - 4920 - 4925 - 4931 - 4933 - 4935 - 4960  |
| 4.  | Vehicles and Support   | 2310 - 2320 - 2330 - 2340 - 25 - 26 - 2805 - 2815 - 2895 - 2910 - 2920 - 2930 - 2940 - 2990 - 3930   |
| 5.  | Tractors, Railroad and Construction Equipment                            | 22 - 24 - 38 (except 3835)   |
| 6.  | Vehicle MHE, Support Equipment   | 3710 - 3720 - 39 (except 3930) 4910 - 4390 - 4940  |
| 7.  | Marine and Support Equipment   | 19 - 20 - 2820 - 2825 - 40 - 4220 - 6320 - 6605 - 6615 - 6620  |
| 8.  | Machinery and Industry Equipment   | 30 - 3120 - 3130 - 32 - 34 - 3680 - 4430   |
| 9.  | Service, Trade and Special Industry Equipment                            | 35 - 36 - (except 3680) - 3740 - 4210 - 4230 - 4240  |
| 10. | Plumbing and Air Treatment Equipment                                     | 3835 - 41 - 43 - 4410 - 4420 - 4440 - 4450 - 4460 - 45 - 46 - 47 - 48  |
| 11. | Hand Tools and Specialized Equipment                                     | 3750 - 51 - 52   |
| 12. | Building Materials, Construction Materials and Prefabricating Structures | 53 (except 5355) - 54 - 55 - 56 - 81   |
| 13. | Medical, Dental and Laboratory   | 65 - 6630 - 6635 - 6636 - 6640 - 6645 - 6650 - 6655 - 6660 - 6665 - 6660 - 6665 - 6670 - 6675 - 6680 - 6685 - 6695 - 67  |
| 14. | Chemical Compounds, Paints and Lubricants                                | 1375 - 1376 - 68 - 7930 - 80 - 91  |
| 15. | Furnishings, Appliances and Cleaning Equipment                           | 71 - 72 - 73 - 7910  |
| 16. | Office Supplies, Instruments Recreation Equipment                        | 69 - 74 - 75 - 76 - 77 - 78  |
| 17. | Textiles, Clothing   | 1005 - 1670 - 83 - 84  |
| 18. | Animals, Agriculture Supplies, Subsistence                               | 87 - 88  |

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## **C6. SALES Program**

### **Enclosure 6 - Examples Of Religious Holidays**

#### **CHRISTIAN**

Christmas  
Ash Wednesday  
Good Friday  
Easter

#### **JEWISH**

Sukkot  
Shmini Atzeret  
Simchat Torah  
Hanukkah/Chanukah  
Purim  
Passover  
Shavuot  
Rosh Hashanah (New Year)  
Yom Kippur

#### **ISLAMIC / MUSLIM**

Hajj  
Eid al-Adha  
Muharram (New Year)  
Ashura  
Mawlid-al-Nabi  
Isra Al Mi`raj  
Ramadan  
Eid-al-Fitr

#### **BUDDHIST**

Magha Puja Day  
Buddhist New Year  
Songkran  
Ploughing Festival  
Vesakha Puja Day  
Buddhist Lent  
Asalha Puja Day

\*Since the calendar dates of many religious holidays vary from year to year, every sales office should develop its own schedule in consultation with the appropriate local authorities.

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## C6. SALES PROGRAM

## Enclosure 7 - Trade Security Control - Buyer Clearance Decision Logic Tables

| <b>Event:</b>   | <b>If:</b>   | <b>Do:</b>   |
|---|--|--|
| 1. Pre-award BMF check of high bidders and any listed secondary buyers of MLI/CCLI. | "TSC Cleared"  | Proceed with award if bidder has submitted a properly completed End Use Certificate (EUC). Notify Trade Security Control Resident Office (TSCRO) of award and provide copies of EUC and other documentation needed by TSCRO. |
|   | Not "TSC Cleared" and not disqualified in BMF.   | Withhold award and request that TSCRO initiate Bidder clearance. Provide TSCRO with copies of EUC and any other documents that will facilitate clearance.  |
| 2. Receive clearance results from TSCRO.  | Disqualified in BMF.   | Deny award.  |
|   | TSCRO advises that the bidder has been cleared.  | Proceed with award.  |
|   | TSCRO advises that bidder is disqualified from purchasing MLI/CCLI.                            | Deny award.  |
|   | TSCRO advises that more information is needed about the bidder in order to complete clearance. | Contact bidder to obtain the necessary information and relay it to the TSCRO.  |
|   | Bidder provides information requested.   | Provides to TSCRO.   |
|   | Bidder declines to provide information necessary to complete clearance.                        | Deny award.  |

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## **C6. SALES Program**

### **Enclosure 8 - Obtaining Local Sale Authorization**

#### **Attachment 1 - Steps To Determine If Property In Hazardous FSC Can Be Sold On Local Sales**

Step 1. Is the item on the DRMS Bulletin Board?

If your item has the same data (NSN, MSDS, serial number, etc.) then the item has been approved for local sale and no further action is necessary. If there is an item with the same ingredients, but manufacturer or MSDS, serial number is different, you may want to request an *“EXPEDITED”* authorization as described in this attachment. If the answer is no, proceed to step 2.

Step 2. Is the item RCRA regulated now, or will it be if discarded?

If an EPA waste number can be assigned to the item in its present processing or when discarded, then the item is a RCRA hazardous waste, and the item is not eligible for local sale. If the answer is no, proceed to step 3.

Step 3. Is the item regulated by the state or by DOT?

If the item is neither listed nor exhibits a characteristic of a RCRA waste, it still may be regulated as a state hazardous waste or may be regulated as a hazardous material for transportation purposes. If a state waste number can be assigned, or if the item is listed in 49 CFR 172.101, or meets one of the DOT hazard classes (flammable liquid, corrosive, oxidize) then the item is not eligible for local sale. If the answer to each question is no, proceed to step 4.

Step 4. Does the item contain any CERCLA/EPCRA hazardous substances?

The MSDS should be reviewed to verify the composition of the item and to determine if any of the constituents are hazardous substances listed under CERCLA (40 CFR 302.4) or extremely hazardous substances listed under EPCRA (40 CFR 355 Appendix A or B). If the answer is yes, regardless of concentration or quantity, then the item is not eligible for local sale. If the answer is no, proceed to step 5.

Step 5. Does the item require OSHA labels or markings?

Each item on local sale must contain all appropriate OSHA labels/markings on the containment vessel.

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**NOTE:** Although you MUST provide the buyer with an MSDS for each item with each sale, it is not necessary to forward a MSDS with your request as long as the MSDS serial number is provided on the request form.

If the item is properly marked/labeled in accordance with OSHA requirements, and a MSDS is available, forward your completed request to Forward Support Team (FST).

If your request is approved by FST, proceed with local sale. If no, proceed with National sale.

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## **C6. SALES PROGRAM**

### **Enclosure 8 - Obtaining Local Sale Authorization**

#### **Attachment 2 -Examples Of Types Of Property Potentially Eligible For Local Sale**

The following are some examples of hazardous property that are not/would not be regulated by FCRA, CERCLA, or DOT and could be eligible for local sale. This is NOT an approved list, but a list of some of the type's property to consider.

|                                 |                      |
|---------------------------------|----------------------|
| Saline solution                 | Water softening salt |
| Ferric oxide/red iron           | Latex paint          |
| Talc powder                     | Silica               |
| Sunscreen/skin protection cream | Cement               |
| Sodium bicarbonate              | Drilling clays       |

The following items may or may not be regulated by the above acts or agencies. Whether or not these items qualify for local sale will depend upon the actual constituents of the item. Constituents of the property can be identified from the MSDS.

|                         |                             |
|-------------------------|-----------------------------|
| Desiccant               | Hydraulic fluids            |
| Cleaning compounds      | Refractory compounds        |
| Greases                 | Adhesives                   |
| Plaster                 | Detergents/fabric softeners |
| Leak detector compounds | Lubricating oils            |
| Ion exchange resin      | Sealing compounds           |

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## **C6. SALES PROGRAM**

### **Enclosure 8 - Obtaining Local Sale Authorization**

#### **Attachment 3 - Procedures for Obtaining Local Sale Authorization for Property in a Hazardous FSC**

**A.** To determine if property in a hazardous FSC can be sold on local sales, the DRMO must evaluate an item following the procedures discussed in Attachment 1 and complete Attachment 4. The procedures are designed to ensure that property which may be a regulated hazardous material, substance, or waste, or requires special handling and/or could have potential environmental liability, is not authorized for local sale. To be eligible for local sale, none of the conditions described in Attachment 1, steps 1 through 5 can apply. DRMOs must document their evaluation or decision process and maintain a record of their evaluation.

**B.** The decision to sell the item on local sale must be concurred on by Forward Support Team (FST). DRMOs will use the questions in Attachment 1 to complete the request matrix, Attachment 4. The DRMO will annotate the noun name, NSN, manufacturer name, cage name, MSDS serial number (if no MSDS in HMIS, provide a hard copy), container type, and quantity on the matrix and then forward to FST by facsimile. If the FST concurs that the item is eligible for local sale, they will forward this information to DRMS Sales Office and to the requesting DRMO.

**C.** Attachment 4, the request matrix, may also be used for an *'Expedited'* request. An Expedited request may be made when the DRMS Bulletin Board shows a previously approved item with a similar FSC and constituents, differing only in name of manufacturer, MSDS serial number, and NIIN, from the item the DRMO wants approved. Annotate the previously approved item's NSN, manufacturer, cage number, and MSDS serial number in the *'Comments'* section and check 'Yes' in the *'Expedite'* section. This is especially useful for such items as toners, greases, desiccants, and other often requested items.

**D.** The top-half of Attachment 2 provides a list of some common supply items with hazardous FSCs which do not meet any Federal or state definition of an environmental hazardous waste, substance, or material. The bottom-half are examples of items which may or may not be regulated depending on the actual constituents identified on the packaging, container and MSDS.

**E.** If the item is considered hazardous based solely on a potential occupational exposure by the user (e.g. concrete), the item must contain all appropriate OSHA label/markings on the container holding the material. The DRMO will provide the buyer with an MSDS with each sale. Items that do not have these labels, markings, or an MSDS, cannot be sold on local sale.

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**F.** As it is not possible to determine or control the destination of property under local sale, any item(s) offered for local sale will contain Article BD: Laws and Regulations. The purpose of including this article in the sale is to address any chance that an item would be regulated in another state even though it does not meet any of the above criteria.

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## C6. SALES PROGRAM

### Enclosure 8 - Obtaining Local Sale Authorization

#### Attachment 4 - Local Sale Authorization Request/Matrix

DATE: \_\_\_\_\_

TO: FST - ATTN: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

FROM: DRMO \_\_\_\_\_ ATTN: \_\_\_\_\_

FAX: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ITEM NAME: \_\_\_\_\_ NSN: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_ CAGE NUMBER: \_\_\_\_\_

MSDS NUMBER: \_\_\_\_\_ CONTAINER: \_\_\_\_\_ QUANTITY: \_\_\_\_\_

EXPEDITED REQUEST? NO \_\_\_\_\_ YES \_\_\_\_\_ (See Attachment 1 & 2 for  
'Comments' Below)

1. Is the item on the DRMS Bulletin Board? Yes: \_\_\_\_\_ No: \_\_\_\_\_
2. Is the item RCRA regulated now or if discarded? Yes: \_\_\_\_\_ No: \_\_\_\_\_
3. Is the item regulated by the state or by DOT? Yes: \_\_\_\_\_ No: \_\_\_\_\_
4. Does the item contain CERCLA/EPCRA hazardous substances?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_
5. Does the item contain all appropriate OSHA label/markings?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_

\*\*\*\*\*

FROM: FST  
MANAGER \_\_\_\_\_ DATE: \_\_\_\_\_

TO: DRMS Sales Office - ATTN: \_\_\_\_\_ FAX: (DSN) 661-4793

DRMO \_\_\_\_\_ FAX: (DSN) \_\_\_\_\_

Based upon the data submitted, the property described above:

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## C6. SALES Program

### Enclosure 9 - DNSP Commodity Group Codes

| <b>CONUS<br/>Commodity<br/>Group #</b> | <b>CONUS<br/>Commodity Group<br/>Descriptions</b> |  | <b>OCONUS<br/>Commodity<br/>Group#</b> | <b>OCONUS<br/>Commodity Group Descriptions</b> |
|--|---|--|--|--|
| 3X                                     | EXPL/ACID CONTAMINATED                            |  | 3XE                                    | EUROPE EXP/ACID<br>CONTAMINATED                |
| AIR                                    | WHOLE AIRCRAFT & RESIDUE                          |  | AIRAE                                  | EUROPE AUCTION ITEM                            |
| BFM                                    | BONES FATS, MEATS                                 |  | BFME                                   | EUROPE BONES FATS & MEATS                      |
| BRG                                    | BEARINGS (3110 ONLY)                              |  | BRGE                                   | EUROPE BEARINGS 3110 ONLY                      |
| BRGA                                   | BRG AUCTION ITEMS                                 |  | BRGAE                                  | EUROPE BRG AUCTION ITEMS                       |
| BRGR                                   | RCP BEARINGS (3110 ONLY)                          |  |  |  |
| CFT                                    | SMALL CRAFT & BOATS                               |  | CFTE                                   | EUROPE SMALL CRAFT & BOAT                      |
| CFTA                                   | CRAFT AUCTION ITEM                                |  |  |  |
| CLO                                    | CLOTHING/TEXTILES                                 |  | CLOE                                   | EUROPE CLOTHING/TEXTILES                       |
| CLOR                                   | RCP CLOTHING                                      |  |  |  |
| DEMIL                                  | DEMIL REQUIRED                                    |  |  |  |
| DMFG                                   | DEMANUFACTURING                                   |  |  |  |
| EA                                     | ELECTRONICS                                       |  |  |  |
| EXP                                    | EXPLOSIVES  |  | EXPE                                   | EUROPE EXPLOSIVES                              |
| FERR                                   | FERROUS SCRAP                                     |  |  |  |
| HARDWARE                               | HARDWARE  |  | HARDWAREE                              | EUROPE HARDWAREE                               |
| HARDWARER                              | RCP HARDWARE                                      |  |  |  |
| HAZ                                    | HAZARDOUS ITEMS                                   |  | HAZE                                   | EUROPE HAZARDOUS ITEMS                         |
| HAZR                                   | RCP HAZARDOUS                                     |  |  |  |
| I                                      | VEHICLES/PARTS & RAILCARS                         |  | IE                                     | EUR VEH./PARTS & RAILCARS                      |
| IA                                     | GROUP I AUCTION ITEMS                             |  | IAE                                    | EUR GROUP I AUCTION ITEMS                      |
| II                                     | ELECTRONIC & ACFT PARTS                           |  | IIE                                    | EUR. ELECT. & ACFT PARTS                       |
| II16R                                  | ACFT COMPONENTS &<br>ACCESSO                      |  |  |  |
| II29R                                  | ENGINE ACCESSORIES                                |  |  |  |
| II1560R                                | ACFT STRUCTURAL<br>COMPONENT                      |  |  |  |
| II1730R                                | GROUND SERVICING EQPT                             |  |  |  |
| II4920R                                | ACFT MNTC & RPR SHOP<br>EQPT                      |  |  |  |
| II58R                                  | COMMUNICATION EQPT                                |  |  |  |
| II59R                                  | ELECTR & ELEC EQPT                                |  |  |  |
| II6625R                                | ELECTRICAL<br>TEST/MEASURING                      |  |  |  |
| IIA                                    | GROUP II AUCTION ITEMS                            |  | IIAE                                   | EUR. GROUP II AUCT. ITEMS                      |
| IIC                                    | AIRCRAFT PARTS COMM APPL                          |  |  |  |
| IICN                                   | COMMERCIAL NEW                                    |  | IICNE                                  | EUROPE COMMERCIAL NEW                          |
| IICU                                   | COMMERCIAL USED                                   |  | IICUE                                  | EUROPE COMMERCIAL USED                         |
| IIELEC                                 | ELECTRONIC TOP SELLERS                            |  | IIELECE                                | EUROPE ELECT. TOP SELLERS                      |
| IIELECT                                | ENTERPRISE MGMT PWR GEN                           |  |  |  |
| III                                    | MISCELLANEOUS PROPERTY                            |  | IIIE                                   | EUROPE MISC. PROPERTY                          |
| IIIA                                   | GROUP III AUCTION ITEMS                           |  | IIIAE                                  | EUR. GROUP III AUCT ITEMS                      |
| IIIMED                                 | MEDICAL EQUIPMENT                                 |  |  |  |
| IIIMEDT                                | ENTERPRISE MGMT MED &<br>DNT                      |  |  |  |
| IIM                                    | AIRCRAFT PARTS MIL APPL                           |  |  |  |
| IIMN                                   | MILITARY NEW                                      |  | IIMNE                                  | EUR. MILITARY NEW                              |

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| <b>CONUS<br/>Commodity<br/>Group #</b> | <b>CONUS<br/>Commodity Group<br/>Descriptions</b> |  | <b>IIIMNE</b>                          | <b>EUR. MILITARY NEW</b>                       |
|--|---|--|--|--|
|  |   |  | <b>OCONUS<br/>Commodity<br/>Group#</b> | <b>OCONUS<br/>Commodity Group Descriptions</b> |
| IIMU                                   | MILITARY USED                                     |  | IIMUE                                  | EUROPE MILITARY USED                           |
|  |   |  | IIIMUE                                 | EUR. MILITARY USED                             |
| IIR                                    | RCP ELECTRONIC & ACFT PTS                         |  |  | IIR  |
| IIIR                                   | RCP MISCELLANEOUS PROP                            |  |  | IIIR   |
| LDIR                                   | RCP LOW DOLLAR GROUP I                            |  |  | LDIR   |
| LDIIR                                  | RCP LOW DOLLAR GROUP II                           |  |  | LDIIR  |
| LDIIIR                                 | RCP LOW DOLLAR GROUP III                          |  |  | LDIIIR   |
| MED                                    | MEDICAL EQUIPMENT                                 |  |  | MED  |
| MHAZ                                   | MINIMAX HAZARDOUS                                 |  | MHAZE                                  | MHAZ   |
| MISC                                   | MISCELLANEOUS                                     |  |  | MISC   |
| MTS                                    | MACHINE TOOLS                                     |  | MTSE                                   | EUROPE MACHINE TOOLS                           |
| MTSA                                   | MTS AUCTION ITEM                                  |  | MTSAE                                  | EUROPE MTS AUCTION ITEMS                       |
| MTSR                                   | RCP MACHINE TOOLS                                 |  |  |  |
| NFERR                                  | NON-FERROUS SCRAP                                 |  | NFERRE                                 | ONE TIME NONFERROUS PROP                       |
| NFERROUS                               | NON-FERROUS SCRAP                                 |  | NMET                                   | NON-METALLIC SCRAP                             |
| NMETALIC                               | NON-METALLIC SCRAP                                |  |  |  |
| NMETALICE                              | ONE TIME NONMETALLIC PROP                         |  |  |  |
| PAPER                                  | PAPER   |  | PAPERE                                 | EUROPE PAPER                                   |
| RCP                                    | RECYCLING CONTROL POINT                           |  | RCPDM                                  | RCP DEMILITARIZATION                           |
| RCPLD                                  | RCP - LOW DOLLAR ITEMS                            |  |  |  |
| RHARDWARE                              | RCP HARDWARE                                      |  |  |  |
| RTEST38                                | RCP TEST \$300-\$800                              |  |  |  |
| RUBBER                                 | RUBBER  |  | RUBBERE                                | EUROPE RUBBER                                  |
| SCRAP                                  | SCRAP SEAL BID (ONE TIME)                         |  | SCRAPE                                 | EUR. SCRP SEAL BID 1 TIME                      |
| SHP                                    | SHIPS - FROM NAVY                                 |  | SHPE                                   | EUROPE SHIPS-FROM NAVY                         |
| STEEL                                  | STEEL   |  | STEELE                                 | EUROPE STEEL                                   |
| TFERR                                  | TERM FERROUS                                      |  | TFERRE                                 | TERM FERROUS PROPERTY                          |
| THAZ                                   | TERM HAZARDOUS                                    |  | THAZE                                  | EUROPE TERM HAZARDOUS                          |
| TMISC                                  | TERM MISC SCRAP                                   |  | TMISCE                                 | EUROPE TERM MISC SCRAP                         |
| TNFERR                                 | TERM NONFERROUS                                   |  | TNFERRE                                | TERM NONFERROUS PROPERTY                       |
| TNFERRE                                | TERM NONFERROUS PROPERTY                          |  |  |  |
| TNMET                                  | TERM NON-METALLIC SCRAP                           |  |  |  |
| TNMETAL                                | TERM NON-METALLIC SCRAP                           |  | TNMETALE                               | TERM NONMETALLIC PROPERTY                      |
| TUSE                                   | TERM USABLE                                       |  | TUSEE                                  | TERM USABLE EUROPE                             |
| TUSER                                  | TERM USABLE RCP                                   |  |  |  |
| UU2840R                                | ACFT TURBINES & ENGINES                           |  |  |  |
| VEH                                    | VEHICLES  |  | VEHE                                   | EUROPE VEHICLES                                |
| VEHR                                   | RCP VEHICLES                                      |  |  |  |
| VEHT                                   | ENTERPRISE MGMT TRUCKS                            |  |  |  |

POC is Roy Sprunger, DRMS-BA, (DSN) 661-7006.

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## C6. SALES Program

### Enclosure 10 - DEMIL Sales Referral Checklist

Use the following as a referral checklist to evaluate the sales referral in terms of DEMIL.

- Are the proper DEMIL requirements up-to-date and clearly identified in order for proper DEMIL performance to be accomplished?
- Are the key points adequately described and identifiable (where applicable)?
- Are safety precautions for DEMIL performance included?
- If DEMIL is to occur on other than Government premises, has the surveillance plan been properly coordinated and approved before it was submitted?
- Is the method and degree of DEMIL specified? Sales referrals should contain picture/diagrams depicting where cuts are to be made for DEMIL purposes. Locations at which cuts are to be made should be marked on the items/materials to be demilitarized with a grease pencil or tape to serve as a guide to personnel performing DEMIL.
- Is the following prohibition included: *“The use of precision torch fixtures, precision cutting saws, or precision tools of any kind to minimize DEMIL is forbidden”*?
- Does the referral include the DEMIL code immediately following the text of each item described?
- Does it indicate that DEMIL has already been performed, when applicable?
- Are all the components of the end item that require DEMIL identified?
- Does it list the correct DEMIL articles to adequately cover on or off Government installations performance of the MLI DEMIL-required items?
- Does it apply Military Munitions List article and end-use certificate to scrap derived from demilitarized items?
- Does it apply the MLI/CCLI articles and end-use certificates to useable items? This applies whether offered by itself or included in a lot with non-MLI/CCLI. Commingling MLI/CCLI with non-MLI/CCLI increases the purchaser's cost; this will likely reduce the amount of their bid.
- Are Critical FSGs/FSCs offered for sale by Itemized Lot Descriptions?”

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## C6. SALES PROGRAM

### Enclosure 11 - Gases That May Be Contained In Compressed Gas Cylinders

| <b>NAME:</b>         | <b>SYNONYMS:</b>  |
|----------------------|---|
| acetylene            | ethyne  |
| ammonia              |   |
| arsine               |   |
| boron trifluoride    | boron fluoride  |
| butadiene 1,3        | bivinyll<br>divinyll<br>erythrene<br>vinylethylene butane |
| carbon monoxide      |   |
| chlorine             |   |
| chlorine trifluoride |   |
| synagog              | oxalonitrile<br>dicyan                                    |
| diazomethane         |   |
| diborane             | borothane<br>diboron hexahydride                          |
| dimethylamine        | DMA   |
| ethane               | methylmethane<br>dimethyl                                 |
| ethyl chloride       | chloroethane  |
| ethylene             | ethene<br>bicarburetted hydrogen                          |
| ethylene oxide       | oxirane<br>epoxyethane                                    |
| fluorine             |   |
| formaldehyde         | methanol<br>formic oldehyde<br>oxymethylene               |
| hydrogen             |   |
| hydrogen bromide     |   |
| hydrogen chloride    |   |
| hydrogen cyanide     | formonitrile<br>hydrocyanic acid<br>prussic acid          |
| hydrogen sulfide     | sulfuretted hydrogen                                      |
| methane              | marsh gas<br>fire damp                                    |

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| <b><u>NAME:</u></b>  | <b><u>SYNONYMS:</u></b>  |
|----------------------|--|
| methylamine          | monomethylamine<br>aminomethane                                  |
| methyl bromide       |  |
| methyl chloride      | chloromethane  |
| nitric oxide         |  |
| nitrogen dioxide     |  |
| nitrogen trifluoride |  |
| nitrous oxide        | nitrogen monoxide  |
| ozone                |  |
| perchloryl fluoride  |  |
| phosgene             | carbon oxychloride<br>carbonyl chloride<br>chloroformyl chloride |
| propane              | dimethyemethane  |
| propylene            |  |
| sulfur dioxide       |  |
| trimethylamine       | TMA  |
| vinyl chloride       | chlorethene<br>chloroethylene<br>VC                              |
| phosphine            | hydrogen phosphide   |

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## **C6. SALES Program**

### **Enclosure 12 - Conduct Specialized Sales of Defense Item with Demilitarization Waived**

Items requiring demilitarization which are determined to have substantial commercial value may be sold without demilitarization to legitimate and authorized individuals or firms after receiving approval from the Office of the Under Secretary of Defense for Acquisition and Technology.

1. The following criteria must be complied with in order to offer items normally requiring DEMIL for sale to authorized individuals/firms without DEMIL being required:

- a. Items must first undergo screening according to established regulatory requirements.
- b. Stock Groups 10, 11, 13 and 14 (except Federal Stock Class 1450), either as an item or as a component of another end item, are not eligible for these specialized sales. Aircraft, space vehicles and combatant ships are also not included in this special sales method.
- c. Each item must have substantial commercial value. Small quantities of small items of lotted property will not qualify. However, large quantities of lotted property can qualify provided it is separated by specific manufacturer.
- d. Item(s) will only be offered on a national sealed bid sale(s).
- e. Sales of property located in OCONUS will be under the provision that the successful bidder must return the property to the United States.
- f. To qualify for an award for this type of property without having to perform DEMIL, individuals or firms must be able to:

(1) Submit proof of a current/valid Department of State registration as a U.S. company or U.S. person involved in the manufacture or supply of defense articles or services; and

(2) Submit complete End-Use Certificate that is acceptable by the appropriate Defense Centralized Investigative Agency (DCIA) Trade Security Control Resident Office; and

(3) Agree that any resale or redistribution of the property will be restricted to Department of State approved U.S. companies or U.S. persons, agencies of the Federal Government or approved Foreign Governments and to submit a newly executed End-Use Certificate for each subsequent recipient of the property for approval prior to transferring the property; and

(4) Submit proof of a current/valid Department of State export license if the item is intended to be exported.

(5) Agree to allow periodic on-site inspection of the property at the purchaser's facility by the Government.

(6) Submit a minimum bid equal to or greater than 10 percent of the total acquisition value of the property.

- g. Prior approval to initiate this method of sale and award items under these specialized conditions must be granted from the Office of Deputy Under Secretary of Defense for Acquisition and Technology (AT&L). In either case, the request will be forwarded from DRMS-BBS through Defense Logistics Agency (DLA/J372) to ODUSD. Information copies will also be provided to Defense Logistics Agency Legal Counsel (DLA-GC).

2. Request to process an MLI/CCLI item under this sales concept can be initiated by:

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- a. Individual/firm inquiries.
  - b. DRMS/DRMO.
3. All requests for approval to sell an item by this specialized sale method must be in writing and must include the following: **Any information not provided as specified below will be cause for DRMS -BBS to reject this request and return it to the DRMO without further action.**
- a. Noun, manufacturer and part number (if available) of the item.
  - b. NSN.
  - c. Quantity.
  - d. Total acquisition cost of the item.
  - e. Potential customer's name, address and telephone number.
  - f. Potential customer's intended use.
  - g. Potential customer's awareness of the mandated requirements (see paragraph 1f), in order to be considered for award.
4. The above request will be processed as follows:
- a. DRMO will transmit their written request by facsimile to DRMS -BBS for approval/denial.
  - b. DRMS -BBS will review the request and if approved, provide the appropriate concurrence on the request and forward it to Defense Logistics Agency (DLA/J372) . If the request is denied, the rationale for the denial will be annotated on the request and transmitted by facsimile back to the DRMO.
  - c. Defense Logistics Agency (DLA/J372) will review the request and if approved, provide the appropriate coordination and forward it to ODUSD for final approval/denial. If Defense Logistics Agency (DLA/J372) denies the request, the rationale for the denial will be annotated on the request and transmitted by facsimile back to the DRMO with an information copy provided to DRMS -BBS.
  - d. ODUSD will provide written approval/denial to Defense Logistics Agency (DLA/J372) . If the request is denied, rationale for the denial will be clearly stated.
  - e. Defense Logistics Agency (DLA/J372) will transmit by facsimile the ODUSD approval/denial to the DRMO with an information copy provided to DRMS -BBS
- NOTE:** Property will not be referred to DRMS -BBS under this sales concept unless the DRMO has received prior written approval from ODUSD. A copy of the approval letter from ODUSD, must be submitted with the transmittal.
5. The property description will include the manufacture and part number of each item. Under each description the conditions of sale will be listed as follows:
- a. The following articles apply in all cases:
    - PART 2-3: Bid Acceptance.
    - PART 5-I: Military Munitions List Items (MLI).
    - PART 5-J: Commodity Control List Item (CCLI).
    - PART 5-K: Munitions and Commodity List Items (MLI/CCLI) Compliance.
    - THE END-USE CERTIFICATE ON PAGES \_\_\_\_ AND \_\_\_\_ MUST BE COMPLETED AND SUBMITTED WITH BIDS IN ORDER FOR THE BID TO BE CONSIDERED FOR AWARD.

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- b. When demilitarization is required on Government premises, include, at a minimum, the following articles. Other appropriate articles should be added as required. The following articles apply if the purchaser intends to demilitarize the property:
- PART 5-D: Liability and Insurance or PART 8-J (if FEPP).
  - PART 5-B: Convict Labor.
  - PART 5-C: Contract Work Hours and Safety Standards Act-Overtime Compensations (CONUS ONLY)
  - PART 6-A: Demilitarization or Mutilation on Government Premises.
  - PART 6-C: Failure to Demilitarize or Mutilate.
  - PART 6-D: Changes in Contract Requirements.
  - ARTICLE : Performance Bond.
  - ARTICLE : Demilitarization (Include special demilitarization instructions and surveillance plan with the referral).
- c. When demilitarization is required off Government premises include, at a minimum, the following articles. Other appropriate articles should be added as required. The following articles apply if the Purchaser intends to demilitarize the property:
- PART 6-B: Demilitarization or Mutilation on other than Government Premises.
  - PART 6-C: Failure to Demilitarize or Mutilate.
  - PART 6-D: Changes in Contract Requirements.
  - PART 6-G: Government May Enter Premises.
  - ARTICLE : Inspection of Contract Performance.
  - ARTICLE : Evaluation of Bids for Demilitarization on Other than Government Premises.
  - ARTICLE : Demilitarization Timeframe for Property off Government Premises.
  - ARTICLE : Failure to Complete Demilitarization by the Time Specified.
  - ARTICLE : Demilitarization (Include special demilitarization instructions and surveillance plan with the referral).
  - PART 8-A: Taxes and Duties. (FEPP ONLY)
  - PART 8-B: Importation Restrictions. (FEPP ONLY)
  - PART 8-C: Compliance with Laws, Restrictions, Limitations, and Obtaining of Licenses, etc. (FEPP ONLY)
  - PART 8-D: Government as Shipper. (FEPP ONLY)
  - PART 8-E: Representation of Non-collusion. (FEPP ONLY)
  - PART 8-F: Import Certificate and Delivery Verification. (FEPP ONLY)
  - PART 8-G: Disposition and Use of Property. (FEPP ONLY)
- d. The following articles and conditions must be in any Invitation for Bid offering property normally requiring demilitarization with the provision that demilitarization may be waived:
- ARTICLE : Qualifications Necessary to Qualify for an Award of Property with Demilitarization Being Waived.
  - ARTICLE : Compliance of Special Sale Requirements Certification.
  - ARTICLE : Inspection of Purchasers Facility and Records

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- ARTICLE : Resale or Redistribution Actions.
- ARTICLE : Return of Property. (FEPP ONLY)
- ARTICLE : Exemption to Demilitarization. (FEPP ONLY)
- ARTICLE : End-Use Certificate
- PART 8-A: Taxes and Duties. (FEPP ONLY)
- PART 8-B: Importation Restrictions. (FEPP ONLY)
- PART 8-C: Compliance with Laws, Restrictions, Limitations Obtaining of Licenses, etc.
- PART 8-F: Import Certificate and Delivery Verification. (FEPP ONLY)
- PART 8-G: Disposition and Use of Property. (FEPP ONLY)

**THE CERTIFICATION STATEMENT ON PAGE MUST BE COMPLETED BY THE BIDDER AND SUBMITTED WITH THE BID IN ORDER FOR AN OFFER WITHOUT DEMILITARIZATION TO BE CONSIDERED FOR AWARD.**  
**THE MINIMUM ACCEPTABLE BID PRICE FOR PROPERTY BEING WAIVED IS \$\_\_\_\_\_.** *(DRMO's will place the dollar amount at 10% of the total acquisition value for property being offered under this option)*

- e. In addition to the articles and conditions set forth in paragraph 5d, this chapter, the following provision must be inserted in the General Information and Instructions in any IFB offering property normally requiring demilitarization with the provision that demilitarization may be waived:
- Bidding on Items \_\_\_\_\_ May Be Based on Either Performing Demilitarization or Having the Demilitarization Requirement Waived.
  - Bids may be submitted on this property either with demilitarization being accomplished as a condition of sale or with the demilitarization requirements being waived. Bidders may also submit one bid with demilitarization being accomplished as specified in the condition of sale and another bid with the demilitarization requirements being waived. But prior to awarding a contract where demilitarization requirements are waived, the Sales Contracting Officer (SCO) or his authorized representative must affirmatively determine that the potential purchaser possesses the necessary qualifications to meet the requirements set forth in this Invitation for Bid, which allow for the sale of this property to be made without demilitarization being performed.
4. All requests for approval to award a item by this specialized sale method must be in writing and must include the following:
- a. Copy of the item description from the Invitation for Bids.
  - b. Copy of the high bidder's bid and award pages.
  - c. Copy of the high bidder's End-Use Certificate.
  - d. High bidder's Department of State Registration number and date of registration.
  - e. Copy of the high bidder's Department of State export license if their End-Use Certificate indicates an intent to export.

5. The request will be processed as follows:

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- a. DRMS -BBS (Sales Contracting Officer) will transmit by facsimile their written request to DLA/J372 for approval/denial.
  - b. DLA/J372 will review the request and if approved, provide the appropriate coordination and forward to ODUSD for final approval/denial. If DLA/J372 denies the request, rationale for the denial will be annotated on the request and be transmitted by facsimile back to the SCO.
  - c. ODUSD will provide written approval/denial to DLA/J372. If the request is denied, the rationale for the denial will be clearly annotated.
  - d. DLA/J372 will transmit by facsimile the ODUSD approval/denial to the SCO for processing. If the request is denied, the SCO will deem the high bidder non-responsible and then may consider award to the second high bidder, with price and other factors being taken into consideration.
8. Copies of all documents related to this special sale method will be made a part of the official contract file.
9. The following are full text copies of the unique Articles and Conditions set forth in Paragraph 5 which must be in any Invitation for Bid offering property normally requiring demilitarization with the provision that demilitarization may be waived:

|  |
|--|
| <p style="text-align: center;"><b>QUALIFICATIONS AND CONDITIONS NECESSARY TO QUALIFY FOR AN<br/>AWARD OF PROPERTY WITH DEMILITARIZATION BEING WAIVED</b></p> |
|--|

To qualify for an award of property with the demilitarization requirements being waived, a bidder must:

- a. Submit with the bid proof that the bidder possesses a Department of State registration as a U.S. company or U.S. person (as defined in 22 Code of Federal Regulations, 120.23) involved in the manufacture or supply of defense articles or services.
- b. Submit with the bid a complete End-Use Certificate that is acceptable to the appropriate DCIA Trade Security Control Resident Office, as provided elsewhere herein.
- c. Submit with the bid proof of a valid Department of State export license if the item is intended to be exported, as provided elsewhere herein.
- d. Submit with the bid a complete “**COMPLIANCE OF SPECIAL SALE REQUIREMENTS**” certification, as provided elsewhere herein.
- e. Agree to allow the Government to conduct periodic on-site inspections of the purchased property at the purchaser’s facility, as provided elsewhere herein.
- f. Agree to obtain the written approval of the DCIA Trade Security Control Resident Office prior to any resale or other transfer of the property and to submit an executed End-Use Certificate from each subsequent recipient of the property prior to transferring it, as provided elsewhere herein.

|   |
|---|
| <p style="text-align: center;"><b><i>BID ACCEPTANCE</i></b></p> |
|---|

In addition to the provisions in Part 2, Condition 3 of the Sale by Reference, entitled “Consideration of Bids”, the following also applies:

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Notwithstanding anything herein to the contrary, the bidder agrees that their bid will remain firm and irrevocable for 60 calendar days following the opening of bids.

- a. Award will be made to the highest responsive, responsible bidder who conforms to the specific requirements set forth in this Invitation for Bid for the method of disposal chosen by the bidder (demilitarization to be performed or demilitarization waived).
- b. No bid submitted below the stated Minimum Acceptable Bid will be considered for award.
- c. Prior to the award of a contract where the demilitarization requirements are waived, SCO or his authorized representative will ensure that the potential purchaser has the necessary experience, technical and organizational qualifications to meet all the requirements set forth in this Invitation for Bid. Under this provision, award will be made only upon advice from the Office of Deputy under Secretary of Defense for Acquisition and Technology that the bidder qualifies and conditions of this Invitation for Bid. In the event that the Office of Deputy under Secretary of Defense determines that the bidder does not fulfill these requirements, the bidder will be declared non-responsible and will not be eligible for award with the demilitarization requirements waived.

#### ***INSPECTION OF PURCHASERS FACILITY AND RECORDS***

Purchasers of property where demilitarization requirements are waived are required and hereby agree to maintain an audit trail on all-subsequent sales or transfers of the property. The Purchaser agrees to cooperate with and to permit all authorized Government representatives to enter the premises of the Purchaser for the purpose of inspecting the property and all supporting records related thereto. In the event a Purchaser fails to make the property available for inspection or maintain and provide the supporting documents to the Government, the Government may, at its discretion, freeze future deliveries and/or declare the purchaser non-responsible for future awards until such time as these requirements are met.

#### ***RESALE OR REDISTRIBUTION ACTIONS***

Any Purchaser of property under this Invitation for Bid where demilitarization requirements are waived will be required to obtain the written approval of the Trade Security Control Resident Office prior to resale or other transfer of the property and will be required to submit an executed End-Use Certificate from each subsequent recipient of the property prior to transferring it. The Purchaser agrees to incorporate the prior approval and end-use requirement in any such subsequent sales or transfer agreement and to require each such sub-purchaser or transferee to impose similar conditions in any transfer of the property by them.

#### ***RETURN OF PROPERTY***

The Purchaser agrees that any property purchased outside of the continental United States where on demilitarization requirements are waived is being purchased solely for and with the intent of returning it to the United State of America. In support of this agreement the purchaser will ship the property, at its risk and expense, on a commercial shipper, as follows: *"United States of America (Name of Sales Contracting Officer) Sales Contracting Officer on behalf of (Name of Purchaser)"* to a consignee and destination named by the Purchaser and acceptable to the United States. Each shipping document shall include this statement: "Only the United States Government may divert this shipment to other than the named consignee or destination." The purchaser further agrees to furnish the SCO a true copy of the original onboard bill of lading within 5 days after delivery of the property to the transporting carrier. All

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insurance will be borne and prepaid by the purchaser. The United States Government will in no way be held responsible for any loss or damage to the material or for any suits or claims arising from the loading, storage, carriage, discharging, damage to vessel or injury to personnel, general or particular average, nor in any other circumstances not covered above of any nature arising under or incidental to the contract by reason of the fact that the United States Government appears as shipper on the commercial bill of lading. Within 90 days after release of the property for import into the United States, the Purchaser agrees to furnish the Sales Contracting Officer evidence of its arrival at the approved destination and delivery to the approved consignee through a receipted copy of the bill of lading, a landing certificate issued by the United States, or other valid documented evidence identifying the final destination and consignee. Failure of the purchaser to meet the above requirements, falsification of information and/or concealment of any information regarding the disposition, export or re-export of this property is in direct violation of the conditions set forth under the provisions found at Part 8, Condition K of the Sale by Reference, entitled, "Munitions and Commodity Control List Item (MLI/CCLI) Compliance". These actions may also be cause for administrative action against the Purchaser, which could result in the denial of future contacts with the United States Government.

#### ***EXEMPTION TO DEMILITARIZATION***

Items requiring demilitarization which are purchased outside of the continental United States, may only be sold with the demilitarization requirement waived to United States nationals or United States entities solely for and with the exclusive intent of importation into the United States. Property sold to other than United States nationals or United States entities must be demilitarized according to the applicable demilitarization article prescribed for each item. Resale of this property by foreign nationals to United States nationals or United States entities for import into the United States is not authorized unless the property is demilitarized as required by the articles prescribed within this Invitation for Bids. Purchasers agree that property sold for import into the United States will be stored in a United States Government approved bonded area or retained in United States Government possession pending actual shipment.

#### ***END-USE CERTIFICATE***

The bidder must submit with its bid a completed End-Use Certificate which is acceptable to the appropriate DCIA Trade Security Control Resident Office and must also submit proof of a current/valid Department of State Export License when this document indicates intent to export.

#### ***COMPLIANCE OF SPECIAL SALE REQUIREMENTS CERTIFICATION***

In order for an offer without demilitarization to be considered for award, the bidder must submit with its bid the **Compliance of Special Sale Requirements Certification** appearing hereafter in this Invitation for Bid.

#### **COMPLIANCE OF SPECIAL SALE REQUIREMENTS CERTIFICATION (TO BE RETURNED WITH BID)**

- a. The undersigned is registered with the Department of State according to 22 CFR 122.1 as a U.S. person (as defined in 22 CFR, Part 120.15) involved in the manufacture or supply of defense articles or defense services. My/our registration number and date of registration is:

Registration Number: \_\_\_\_\_

Date of Registration: \_\_\_\_\_

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- b. The undersigned acknowledges that it understands the terms of this contract provide that the property may not be exported outside the Continental United States without a valid export license issued by the Department of State.
- c. The undersigned acknowledges that it understands the terms of this contract provide that, it must allow the Government to conduct periodic on-site inspections of the purchased property at the undersigned's facilities.
- d. The undersigned acknowledges that it understands the terms of this contract provide that it must obtain written approval from the Government to resell or otherwise transfer the property.
- e. The undersigned understands that this property originated in the United States and that its use, disposition, export and re-export is subject to all applicable United States laws and regulations, including the Export Administration Control Act of 1979 (50 U.S.C. Appendix 2401, et. seq); the Arms Export Control Act (22 U.S.C. 2751, et. seq); the International Traffic-in Arms Regulation (22 C.F.R. 121); and the Export Administration Regulation (15 C.F.R. 368 et. seq) which, among other things, prohibit:

(1) The making of false statements and concealment of any material information regarding the use or disposition, export or re-export of the property; and

(2) Any use or disposition export or re-export of the property not authorized in accordance with the provisions of this contract.

- f. The information provided by this statement will be considered a part of the offer under this Invitation for Bid and will become a part of the contract of sale if and when our offer is accepted by the United States of America. The undersigned hereby certifies that all of the information given in this statement is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Signature of Bidder (in ink)

\_\_\_\_\_  
Print or type name of signer

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## C6. SALES PROGRAM

### Enclosure 13 - Pre-Award Site Visit Checklist for Sale of Hazardous Property

#### A. FACILITY

1. Obtain copy of the physical layout of the facility if available.
  2. Is the bidder familiar with material safety data sheets?                      yes\_\_\_\_\_                      no\_\_\_\_\_
  3. Do the employees at the facility receive any environmental training in:
    - a. Spill response and control?                      yes\_\_\_\_\_                      no\_\_\_\_\_
    - b. Emergency response?                      yes\_\_\_\_\_                      no\_\_\_\_\_
    - c. Releases of hazardous property?                      yes\_\_\_\_\_                      no\_\_\_\_\_
    - d. Use and acceptable storage, handling and disposal methods for hazardous property?                      yes\_\_\_\_\_                      no\_\_\_\_\_
    - e. Safety management/practices, including use of personal protective equipment and clothing?                      yes\_\_\_\_\_                      no\_\_\_\_\_
  4. Does the facility have procedures for reporting spills?                      yes\_\_\_\_\_                      no\_\_\_\_\_
  5. Is there evidence of past spillage?                      yes\_\_\_\_\_                      no\_\_\_\_\_
  6. Does the facility have a contingency plan?                      yes\_\_\_\_\_                      no\_\_\_\_\_
- If yes, does it include:
- a. Arrangements with local emergency response organizations?                      yes\_\_\_\_\_                      no\_\_\_\_\_
  - b. Emergency coordinators' name, address and phone numbers?                      yes\_\_\_\_\_                      no\_\_\_\_\_
  - c. List of all emergency equipment at facility and description of equipment?                      yes\_\_\_\_\_                      no\_\_\_\_\_
  - d. Evacuation plan for facility personnel?                      yes\_\_\_\_\_                      no\_\_\_\_\_

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e. Specific commodity instructions for responding to spills and other incidents? yes\_\_\_\_\_ no\_\_\_\_\_

7. Are emergency phone numbers posted or displayed prominently? yes\_\_\_\_\_ no\_\_\_\_\_

8. Does the facility have spill response materials available with which to respond to a spill? yes\_\_\_\_\_ no\_\_\_\_\_

9. Does the bidder have covered storage that physically protects being stored from all elements? yes\_\_\_\_\_ no\_\_\_\_\_

10. Is the storage area floor sealed or built of non-porous material and designed to control spills? yes\_\_\_\_\_ no\_\_\_\_\_

11. Is the storage area bermed? yes\_\_\_\_\_ no\_\_\_\_\_

If yes, provide details

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12. Is the facility equipped with portable fire extinguishers, fire control equipment and spill control equipment? yes\_\_\_\_\_ no\_\_\_\_\_

13. Are all emergency exits designated and clearly marked? yes\_\_\_\_\_ no\_\_\_\_\_

Are they free from obstacles or obstructions? yes\_\_\_\_\_ no\_\_\_\_\_

14. Does the facility have any noticeable exposed electrical wires, frayed cords or deteriorated insulations? yes\_\_\_\_\_ no\_\_\_\_\_

If yes, elaborate:

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15. Is there evidence of fire, explosion or contamination to the environment? yes\_\_\_\_\_ no\_\_\_\_\_

If yes, explain

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16. Date of last official fire/safety inspection. \_\_\_\_\_

a. Who inspected? \_\_\_\_\_

b. Were deficiencies noted? yes\_\_\_\_\_ no\_\_\_\_\_

c. Were identified deficiencies corrected? yes\_\_\_\_\_ no\_\_\_\_\_

## **B. STORAGE PRACTICES**

1. Does the facility presently store hazardous property? yes\_\_\_\_\_ no\_\_\_\_\_

2. Are floors, aisles and inside passageways kept clean and dry?  
yes\_\_\_\_\_ no\_\_\_\_\_

3. Are any containers leaking, bulging, rusting, or dented? yes\_\_\_\_\_ no\_\_\_\_\_

4. Has the owner/operator made arrangements with the local emergency authorities to familiarize them with characteristics of the facility? (Layout of facility, properties of hazardous materials stored and/or handled and associated hazards, places where facility personnel would normally be working, entrances to roads inside facility, possible evacuation routes.)  
yes\_\_\_\_\_ no\_\_\_\_\_

a. Has the management filed a storage plan with a fire department?  
yes\_\_\_\_\_ no\_\_\_\_\_

b. If yes, is the facility storing property according with the plan?  
yes\_\_\_\_\_ no\_\_\_\_\_

5. Is hazardous property being stored in a physically and chemically compatible manner? yes\_\_\_\_\_ no\_\_\_\_\_

6. Are all containers labeled as to their contents? yes\_\_\_\_\_ no\_\_\_\_\_

7. Is stored material stable and secure against sliding or collapsing?  
yes\_\_\_\_\_ no\_\_\_\_\_

8. Are flammable liquids stored in closed containers? yes\_\_\_\_\_ no\_\_\_\_\_

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**C. ADDITIONAL COMMENTS:**

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**D. IN MY OPINION, THE FACILITY INSPECTED (IS) / (IS NOT) ENVIRONMENTALLY RESPONSIBLE.**

Inspector's Name: \_\_\_\_\_ Title \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

**E. REVIEW**

\_\_\_\_\_  
Sales Chief's Signature

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## GENERAL SITE INSPECTION INFORMATION

|                |                |          |        |       |  |
|----------------|----------------|----------|--------|-------|--|
| Bidder's Name: |                |          |        | Phone |  |
| Site Name      |                | Street   |        |       |  |
| City           | State          | Zip Code | County |       |  |
| Sale Number    | Item Number(s) |          |        |       |  |

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## C6. SALES PROGRAM

### Enclosure 14 -Standard Operating Procedure - Review and Certification of DRMO Completed Contract Files

The following tasks will be performed by Distribution Branch/Section.

1. Within 45 days after final removal date of sale, run tape of vouchered documents in financial folder; reconcile differences when required; attach tape to applicable documents; and forward financial folder to clerk.

2. Run tapes on total contract price of all completed contracts.

**EXCEPTION:** The review and certification of contract files will not be postponed for more than 90 days pending completion of claims protests, litigation or investigation of any kind, when all other contract files are complete.

3. Compare with tapes attached to voucher documents in the financial folder.

4. Reconcile differences as necessary.

5. Separate contracts still pending action from those that are completed using Optional Form 23, and establish a suspense file for those files pending action.

6. Remove all extraneous papers from all completed files.

7. Separate contract files into three categories; one file \$24,999.99 and less; one file \$25,000.00 and over; and one file labeled Hazardous Property Sales Contract, for hazardous materials.

**NOTE:** For ease of disposition, Hazardous Property Sales Contract may be physically separated and stored in a separate location from other sales contracts. If this option is used, the hazardous contracts will be replaced by an OF 23 or other appropriate form to indicate that the removed file is hazardous and where it is located.

8. Arrange completed contracts in contract number sequence with the lowest number on top.

9. Prepare original and two copies of DRMS Form 714, annotating in the remark section the specific contract file number(s) still pending action.

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10. Forward financial folder, sales invitation folder, completed individual contracts and DRMS Form 714, with annotations, to an SCO.

11. Review content have completed folders and ensure completeness.

12. Determine that all required actions have been taken on each completed contract, reconciling any discrepancies (see reference above) for guidance on reconciliation of hazardous waste manifests.

13. Sign DRMS Form 714 and forward completed folders with DRMS Form 714 to clerk.

14. Log in DRMS Form 840.

15. File one signed DRMS Form 714 with the hazardous contracts and one signed DRMS Form 714 with contracts \$25,000.00 and over. Suspend file one copy of DRMS Form 714 if there are contracts pending completion. Discard suspense copy when all pending contracts have been completed, reviewed and filed.

16. File folders in completed sales files, as appropriate.

**NOTE:** IFB/financial folders will be filed with contract files \$25,000.00 and over.

17. Mark off the specific contract number on all three copies of DRMS Form 714 when a previously pending contract has been completed, reviewed and filed.

18. DRMO chief (or designee) will review monthly DRMS Form 840 to ensure that contract/sale review is accomplished 45 days after final free removal date. Initial the remark column for any sales where review is overdue and initiate appropriate action to have the sale completed/reviewed.

19. Dispose of files according to DLAD 5025.30, Process, Chapter 28.

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## C6. SALES PROGRAM

### Enclosure 15 -Checklist for Individual Contract Files

**NOTE:** This list serves as a reminder of items to check, as amended on a continuing basis. It is not filed. The items listed below are not all-inclusive and are to be supplemented by sales offices as necessary to effect optimum maintenance of files.

- 1.\_\_\_\_ Original bid and award documents or original negotiated sales documents (SF 114 or SF114E).
- 2.\_\_\_\_ Notice of Award (DRMS 1427).
- 3.\_\_\_\_ Signed Waivers.
- 4.\_\_\_\_ Notice to Surety (Annotated or stamped on Notice of Award).
- 5\_\_\_\_ Certificates, Insurance coverage, Performance Bond, etc.
- 6.\_\_\_\_ Notice of Default.
- 7.\_\_\_\_ Pertinent correspondence, termination letter, memorandum for record, etc.
- 8.\_\_\_\_ Claims Documentation.
- 9.\_\_\_\_ Supplemental Agreement (SF 114D).
- 10.\_\_\_\_ DEMIL Certificate.
- 11.\_\_\_\_ R/T/D/S Hazardous Property Release Checklist (DRMS 1943).
- 12.\_\_\_\_ HW ManiFest.
- 13.\_\_\_\_ Copy of purchaser's receipt for payment of custom duties, taxes or like charges levied by foreign governments.
- 14.\_\_\_\_ Extract of periodical for term contract billing.
- 15.\_\_\_\_ Release documents (Completed 1427, Shipment Receipt/Delivery Pass (DLA 1367).)
- 16.\_\_\_\_ Bidder Registration (Auction).

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- 17.\_\_\_\_ Statement of Account for Liquidated Damages (DRMS 433) or Statement of Account (Billing Document)(DRMS 915), annotated paid or with collection voucher number and date.
- 18.\_\_\_\_ Debt Transfer Report. (DRMS 826).
- 19.\_\_\_\_ Successful Bidder Cards (Spot Bid).
- 20.\_\_\_\_ Item Bid Page, SF 114F (Spot Bid).

**THIS CHECKLIST IS A WORKING DOCUMENT ONLY - DO NOT FILE WITH CONTRACT**

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## C6. SALES PROGRAM

### Enclosure 16 - Checklist For Maintaining Invitation For Bid (IFB) Master File

**NOTE:** This list serves as a reminder of items to check, as amended on a continuing basis. It is not to be filed. The items listed below are not all-inclusive and are to be supplemented by the sales office as necessary to effect optimum maintenance of files.

Two copies of:

1. \_\_\_\_\_ Invitation for Bid (copy of Request for Quotations, if negotiated).
2. \_\_\_\_\_ Amendment/Modification to Invitation to Bid
3. \_\_\_\_\_ Special Funding Form (or screen print "no data selected").
4. \_\_\_\_\_ Abstract of Bids (may be filed separately if bulky).

**NOTE:** Keep "all-or-none" evaluation work papers with the abstract of bids in the IFB master file until such time as all property is paid for and removed, dispose of when closing sale.

5. \_\_\_\_\_ DEMIL report.
6. \_\_\_\_\_ List of Successful Bidders.
7. \_\_\_\_\_ Pertinent correspondence, memorandum for record, etc.
8. \_\_\_\_\_ 73 Waiver/Withdrawal w/recap.
9. \_\_\_\_\_ Supplemental Sale Information
10. \_\_\_\_\_ Unsuccessful bids (sheets, cards, and quotations) filed separately due to earlier destruction action.
11. \_\_\_\_\_ Audit listing (may be filed separately if bulky). Maintain until sale has been balanced and closed, then destroy.

**THIS CHECKLIST IS A WORKING DOCUMENT ONLY - DO NOT FILE WITH THE SALE**

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## **C6. SALES PROGRAM**

### **Enclosure 17 -Checklist for Maintaining Hazardous Contract Files**

**NOTE:** This list serves only as a reminder of items required to be retained in hazardous sales contracts. It is not to be assigned a form number or filed with the contract folder.

1. DRMS Form 1427, Notice of Award, Statement and Release Document.
2. DRMS Form 1645, Statement of Intent.
3. ManiFest (s), if applicable.
4. SF 114, Bid and Award of Telegraphic Bid/Modification.
5. SF 114D, Supplement Agreement, if applicable.
6. Pre-Award survey documentation, to include all documents evidencing responsibility of bidder or condition of property such as, but not limited to, DRMS Form 1873, Pre-Award Survey Status (if used), and other correspondence or memorandum for record.
7. DD Form 1348-1, DOD Single Line Item Release Receipt Document (DTID).
8. Invitations for Bid.
9. Certifications, if required.

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## **C6. SALES PROGRAM**

### **Enclosure 18 -Checklist for Maintaining Financial Folder**

**NOTE:** This list serves as a reminder of items to check as amended on a continuing basis. It is not to be assigned a form number or filed. The items listed below are not all-inclusive and are to be supplemented by Sales Offices as necessary to effect optimum maintenance of files.

1. Bid and Deposit Register (Original—Cashier's Copy)
2. Cash Collection Vouchers
3. Refund Vouchers
4. Transfer Vouchers
5. Adjustment Vouchers

**NOTE:** When all financial transactions are completed for a particular sale the financial folder will be physically filed with the contract and IFB files.

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## C6. SALES PROGRAM

### Enclosure 19 - Letter To Buyer

#### Attachment 1 - Letter for Selling of Time

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Dear \_\_\_\_\_:

As referenced in the Default Notice dated \_\_\_\_\_, Contract No. \_\_\_\_\_ is in default because of your failure to pay for/remove item(s) \_\_\_\_\_. You have/had until \_\_\_\_\_ to cure the default and pay assessed storage charges of \_\_\_\_\_ (not to exceed 20 percent of the purchase price).

You have requested that your cure date be extended to \_\_\_\_\_. I have agreed to such an extension in consideration for an increase in your contract price of \$\_\_\_\_\_ since you have already accumulated/or will have accumulated storage charges to the maximum extent assessable under the contract.

Upon receipt of your payment of \$\_\_\_\_\_, you will be permitted to remove the property anytime prior to \_\_\_\_\_. Your failure to remove the property by that date will result in the loss of all right, title and interest that you might otherwise have acquired in and to such property as to which the default has occurred. Additionally, the Government will retain (collect) liquidated damages in the amount of \$\_\_\_\_\_, which represents 20 percent of your contract price as modified by this letter.

If you have any questions, contact this office at \_\_\_\_\_.

Sincerely,

Sales Contracting Officer

By signing this letter and returning it by \_\_\_\_\_, the purchaser agrees that this letter will be incorporated and made part of the contract.

\_\_\_\_\_  
(Purchaser's signature)

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## C6. SALES PROGRAM

### Enclosure 19 - Letter To Buyer

#### Attachment 2 - Computations for Selling of Time

1. Example

|   |                |
|---|----------------|
| Original Contract Price   | \$500.00       |
| Accrued Storage Charges (20 percent<br>Maximum of Contract Price)                 | 100.00         |
| Additional Days Selling (10 days x<br>Storage Charge Rate Per Day)<br>10 x \$4.00 | 40.00          |
| New Contract Price  | <hr/> \$640.00 |

After the modification is signed, the purchaser has a 10-day free removal time. If performance is not completed, contract is placed in default and storage charges accrue at the appropriate rate per day. The maximum storage charge assessable now is 20 percent of \$640. If the contract terminates, the liquidated damages are computed using the \$640.

2. Example of the Extension of Default Cure Period:

|                                |          |
|--------------------------------|----------|
| Original Contract Price        | \$500.00 |
| Storage Charge Rate Per Day    | 4.00     |
| Additional Days Selling        | 10       |
| Extension Sold = 10 x \$4.00 = | \$40.00  |

If purchaser fails to perform within the 10 days, the contract terminates and liquidated damages are assessed on the contract price of that/those items.

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## **C6. SALES PROGRAM**

### **Enclosure 20 - Guaranteed Description Cases Referred to DRMS**

#### **Attachment 1 - Enclosures Required for Guaranteed Description Cases**

1. Purchaser's request for adjustment (complaint).
2. DRMS Form 1427 (indicating date of release of property, if applicable).
3. Copy of the applicable IFB description page.
4. In addition, the following enclosures will be included, in chronological sequence, if applicable:
  - a. All correspondence with the DRMO, with enclosures.
  - b. Request for inspection of property and report, or affidavit from purchaser supported with photos, etc.
  - c. Correspondence with bidders.
  - d. Telephone or verbal conversation records.
  - e. Evidence of market value.
  - f. Transportation cost estimate.
  - g. Any other data considered pertinent.

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## **C6. SALES PROGRAM**

### **Enclosure 20 - Guaranteed Description Cases Referred to DRMS**

#### **Attachment 2 - Format for Acknowledgment of Misdescription Claim**

☐ We acknowledge receipt of your communication of \_\_\_\_\_.  
(Date)

☐ Your Claim of Misdescription has been received and is now being reviewed by this office. You will be promptly notified when a determination has been reached.

☐ Request you hold property intact until notified by this office.

☐ Matter referred to the following organization for direct reply:

☐ Reply will be furnished on or about \_\_\_\_\_.  
(Date)

☐ Other (Specify):

Sincerely,

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## **C6. SALES PROGRAM**

### **Enclosure 20 - Guaranteed Description Cases Referred to DRMS**

#### **Attachment 3 - Letter To DRMO Concerning Misdescription Claim**

1. Enclosed is a copy of a complaint received concerning the description of Item No.\_\_\_\_, IFB\_\_\_\_, which was located at your activity. Also enclosed is a list of firms that submitted bids on the item. It is requested that all available data that may be useful in resolving the complaint be furnished by (insert date - normally 10 workdays.)
2. The following specific data is requested:
  - a. Statements of any employees who viewed the property and have actual knowledge as to whether the alleged conditions actually existed at the time the property was received by your activity or at any time since, including the time of delivery to the purchaser or his agent. (If the alleged discrepancy is major or is of a nature that would have been readily apparent during the course of handling, the fact that the alleged discrepancy was not observed may be significant.)
  - b. In the event the foregoing cannot be provided, statement of the person or persons who prepared the description of the property stating the basis for the description reported and the nature and extent of any physical inspection of the property in question. If the property was not inspected, the statement should so state.
  - c. Statement of security or protective measures in existence at your activity to protect the property in question from damage or change during the above described period and an evaluation as to the likelihood of the alleged conditions to have existed without the knowledge of personnel of your activity.
  - d. List of firms or persons who may have inspected the property in question.
3. Any other information that may be of assistance in the evaluation and final disposition of the request for adjustment.

Sales Contracting Officer

Enclosure

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## **C6. SALES PROGRAM**

### **Enclosure 20 - Guaranteed Description Cases Referred to DRMS**

#### **Attachment 4 - Request To Inspecting Bidders (FORMAT)**

Reference is made to Invitation No. \_\_\_\_\_ issued by this Sales Office and to Item No. \_\_\_\_\_. A copy of the IFB item description page is enclosed.

Records on file indicate that you (your firm) submitted a bid on the item and that you visited the property location prior to bidding and, therefore, may have inspected the item.

Information is requested as to whether the item was in fact inspected by a representative of your firm and whether the property was found to be as described. Specifically, we are interested in whether the item in question (had a motor) (had a generator) (was missing a leg) (or any other alleged shortcomings).

Your early reply to this inquiry will be appreciated.

Sincerely,

Sales Contracting Officer

Enclosure

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## **C6. SALES PROGRAM**

### **Enclosure 20 - Guaranteed Description Cases Referred to DRMS**

#### **Attachment 5 - Explanation of the Supplemental Agreement**

Whereas the Purchaser's bid price is as indicated for the following item(s):

- a. Item 111 - \$500.00, and
- b. Item 112 - \$500.00, and
- c. Item 113 - \$300.00, and

Whereas the contract contained a limited guaranteed descriptions clause under which, with certain exceptions, the Government guaranteed that the property delivered to the Purchaser under the contract would be as described, and whereas it has been determined that as delivered, the item(s) do not correspond to the descriptions set out in the Invitation in the following manner:

- a. Item 111 is a countershaft for a differential rather than a countershaft for a transmission, and
- b. Item 112 contains no gear clusters, and
- c. Item 113 is in poor condition, and

Whereas the delivery status of the property is as follows:

- a. Item 111 - Removed on (enter date), and
- b. Item 112 - Removed on (enter date), and
- c. Item 113 - Removed on (enter date), and

Whereas, by reason of the above-stated misdescriptions, it has been determined that the following actions will serve the best interest of the Government and purchaser:

- a. To adjust the purchase price of Items 111 and 112 pursuant to paragraph b of the clause, and
- b. To accept the return of Item 113 to Government control at Selfridge AFB, Michigan, at the Purchaser's expense, on or before (enter date) pursuant to paragraph c of the clause.

Now, therefore, it is mutually agreed between the parties hereto:

1. That the purchase price of Item 111 is hereby reduced to \$125.00.
2. That the purchase price of Item 112 is hereby reduced to \$250.00.

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3. To refund (or credit, as appropriate) the purchase price of Item 113 upon its return to Selfridge AFB, Michigan.
4. That the foregoing constitutes full and complete satisfaction under the limited guaranteed descriptions clause and that the purchaser hereby waives any and all claims, causes of action or other rights which may have accrued, or which may accrue in the future, under Contract No. xx-9089-123.

**////NOTHING FOLLOWS////**

**NOTE:** For term contracts, add the following to the last paragraph: resulting from the misdescription.

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## **C6. SALES PROGRAM**

### **Enclosure 20 - Guaranteed Description Cases Referred to DRMS**

#### **Attachment 6 - Letter for Supplemental Agreement (FORMAT)**

Gentlemen:

Enclosed are a Modification of Contract (Supplemental Agreement) in an original and two copies covering Contract No.\_\_\_\_\_.

Please complete blocks, 12, 13, and 14 on the original and one copy of the agreement and return to this office within 15 calendar days from the date of this letter. One copy of the agreement may be retained for your files pending receipt of a copy of the agreement signed by the Sales Contracting Officer.

Sincerely,

Sales Contracting Officer

Enclosure

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## C6. SALES PROGRAM

### Enclosure 20 - Guaranteed Description Cases Referred to DRMS

#### Attachment 7 -Denial Letter (FORMAT)

##### Misdescriptions

###### Opening Paragraphs

This is in reply to your letter of \_\_\_\_\_ alleging misdescription of Item \_\_\_\_\_, Sale No. \_\_\_\_\_.

##### Shortage Within a Lot

This is in reply to your letter of \_\_\_\_\_ alleging a shortage in Item \_\_\_\_\_, Sale No. \_\_\_\_\_, which was offered for sale on a "price for the lot" basis.

##### Shortages and Misdescription if Appropriate

###### Second Paragraph

We have contacted the Defense Reutilization and Marketing Office with respect to your complaint and they advise that they have examined the area in which the item in question was located and all property available for sale was delivered.

##### All Cases

###### Third Paragraph

Basically, surplus personal property of the Department of Defense is offered for sale "as is" and "where is" with a complete disclaimer of all warranties as to its quantity, kind, character, quality, weight, size, description, or the property's fitness for any use or purpose. The only exceptions are set out in the Guaranteed Descriptions clause that appears as Condition 30 on page 6 of the Sale By Reference pamphlet. It guarantees that the property to be delivered will be as described in the Invitation for Bids. However, it contains stated limitations and conditions that must be complied with in order for the purchaser to take advantage of its protection.

Lots. Paragraph b(1) of Condition 30 provides: "No adjustment for shortages of property sold by the 'lot' shall be allowed unless the purchaser shall notify the Government of such shortage prior to removal of the property from the installation." Also, General Conditions Nos. 12 and 14, appearing on page 4, require notification of shortage or loss for property

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offered for sale by the “lot” prior to its removal from Government control in order to grant relief.

The contract file reflects that the property referred to above was removed on \_\_\_\_ and that your initial complaint was posted on \_\_\_\_\_.

Timeliness. Paragraph b(2) of Condition 30 provides: “The contract price will not be adjusted or property deleted from the contract pursuant to this clause unless the purchaser mails or otherwise furnishes to the Sales Contracting Officer a written notice, within 30 calendar days from date of removal of the property (60 calendar days from date of importation, whichever is less, for property imported into the United States), that he considers the property to have been misdescribed.” The contract file reflects that the property referred to above was removed on \_\_\_\_\_ and that your initial complaint was posted on \_\_\_\_\_.

Condition - Estimated Total Weight. Paragraph b(2)(b) of Condition 30 provides: “Stated condition of the property, the total cost of the property, the estimated total weight, the estimated shipping dimensions, suggested uses of the property, and its fitness for any use or purpose are not guaranteed.” The contract file reflects that your complaint refers to condition (estimated total weight) of the property.

Other ‘Exceptions’ for which no Monetary Adjustment is Allowed. It appears that your complaint primarily concerns the \_\_\_\_\_ of the property for which no monetary adjustment is authorized under paragraph b(2) \_\_\_\_\_ of the Guaranteed Descriptions Clause. However, since it is apparent that the property is not as described in the Invitation in that the \_\_\_\_\_ is \_\_\_\_\_, you may elect to return Item \_\_\_\_\_ to \_\_\_\_\_, at your expense. In such event, the Government will refund (or credit your account) the purchase price of the item upon its return. If you wish to elect this option, please advise on or before \_\_\_\_\_. In the event we do not hear from you further on this matter by \_\_\_\_\_, we will presume you do not wish to pursue the matter further and will close our file.

#### Closing Paragraph

In view of the foregoing, it is apparent that there is no authority under the contract to consider your request.

#### Add if Appropriate:

In the future may I suggest that you promptly determine your complaint and submit it within the timeframe permitted in order to be given proper consideration.

Sincerely,  
Sales Contracting Officer

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## **C6. SALES PROGRAM**

### **Enclosure 21 - Debarment**

#### **Attachment 1 - Debarment Warning Letter**

DRMO \_\_\_\_\_

SUBJECT: Debarment Warning Letter

Name/Address of Purchaser

Dear Sir or Madam:

Our records indicate that you have failed to perform as a contractor according to the applicable terms and conditions of the following DRMO local sales contracts.

Contract Number

XX-XXXX-XXX

XX-XXXX-XXX

Information indicates that you failed to remove the property for which you contracted despite having been verbally advised of the possibility of debarment action for nonperformance.

Thus it appears that you have demonstrated both a willful failure to perform on sales contracts and a record of unsatisfactory performance in connection with the DRMS sales program. This suggests that you lack the present responsibility to continue as a Government contractor and provides a basis for debarment pursuant to the Federal Property Management Regulation (41 CFR 101-45.600, et seq.) and of Defense Materiel Disposition Manual 4160.21-M, Chapter 7.

The determination of whether or not to propose you for debarment is discretionary and will be made on the basis of your performance record to date on removing purchased Government personal property from local sales and your future performance.

Debarment action may be initiated against you if unsatisfactory performance (non-removal of local sale property) continues. Debarment could extend for a period of up to three years and would include the following consequences:

a. Placement of your firm's name on the list entitled Parties Excluded from Federal Procurement Programs, a list maintained by the General Services Administration containing the names of contractors debarred, suspended, proposed for debarment, or declared ineligible by any agency of the Federal Government. Debarment is effective throughout the executive branch of the Federal Government.

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b. Disqualification from sales contracting. Offers for sales contracts would not be solicited from, sales contracts would not be awarded to, existing sales contracts would not be renewed or otherwise extended for, and subcontracts requiring Government approval would not be approved

Enclosure 21

Attachment 1 - Debarment Warning Letter

for your firm by any agency in the executive branch of the Federal Government, unless the head of the agency taking the contracting action, or a designee, states in writing the compelling reason for continued sales contracting between your firm and that agency.

c. Prohibition of entry of your firm, its employees, or agents on the premises of the National Sales Office or Defense Reutilization and Marketing Office (NSO or DRMO), except to the extent necessary to remove property for which you have previously contracted.

If you have any questions concerning this notice, please call DRMO Sales Contracting Officer \_\_\_\_\_, commercial number \_\_\_\_\_.

Sincerely,

Sales Contracting Officer

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## **C6. SALES PROGRAM**

### **Enclosure 21 - Debarment**

#### **Attachment 2 - Proposed Debarment Recommendation**

DRMO \_\_\_\_\_

SUBJECT: Proposed Debarment Recommendation

TO: DRMS-G

According to DOD 4160.21-M, Chapter 7, the following report is submitted in support of the recommendation that \_\_\_\_\_ be debarred from sales contracting with the Federal Government.

- a. Name and address of bidder recommendation for debarment.
- b. Name(s) of principle officers, partners, owners, or managers.
- c. Names of known affiliates (firms/individuals), and a brief discussion of the nature of the affiliation.
- d. List defaulted contract numbers (including item numbers) and enclose DRMS Forms(s) 1427 for each defaulted contract. List the reasons or a brief explanation for default.
- e. Enclose copies of all relevant documents, to include a photocopy of the pre-sale announcement given at the sale(s) in question, witness statements, and copies of correspondence concerning the contract(s) in question and the contractor's history of performance. The following language is recommended.  
  
"I, SCO \_\_\_\_\_ recommend that \_\_\_\_\_ be debarred from sales contracting for a period of \_\_\_\_\_. This recommendation is based on the contractor's willful failure to perform on local sales (remove property on two or more occasions) and a history of unsatisfactory performances in connection with the DRMS local sales program."
- f. Provide any other information which may be pertinent to the debarment case.

SCO Signature

I concur in SCO's debarment recommendation.

DRMO Chief Signature

Forward Support Team Signature

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## C7. SCRAP Program

### Enclosure 1 - Sources of Precious Metals Bearing Items

Specific items are provided below to assist personnel in identifying precious metals sources.

#### Electronic Scrap

|                      |                  |            |
|----------------------|------------------|------------|
| Circuit cards/boards | Circuit breakers | Connectors |
| Contacts             | Plugs            | Relays     |
| Wave guides          | Wiring Harness   |            |

#### Silver Bearing Items

|                |                        |   |
|----------------|------------------------|---|
| Anode butts    | Buss bars              | Batteries -<br>(Silver/Copper,<br>Silver/Cadmium, Silver Zinc, &<br>Silver/Magnesium) |
| Dental wires   | Dental powders         | Desalting kits  |
| Film and Paper | Jewelry                | Plated or washed silver<br>surfaces   |
| Radar antennas | Receiver assemblies    | Relay contact points  |
| Tableware      | Silver clad base metal | Silver bearing jet engine parts   |
| Silver solders | Silver brazing alloys  | Silver Flake  |

#### Gold Bearing Items

|                        |  |                              |
|------------------------|--|------------------------------|
| Brazing alloys         | Dental sweepings                       | Dental scrap                 |
| Dental wire            | Gold clad parts                        | Gold connector pins          |
| Gold salts and solders | Jewelry                                | Optical scrap                |
| Medals                 | Plating hangers and wires              | Relay and contact points     |
| Transistors and diodes | Uniform emblems, buttons and<br>badges | Gold bearing eyeglass frames |
| Gold plated lapel pins | Gold foil                              |                              |

#### Platinum and Platinum Family Bearing Items

|  |   |                                 |
|--|---|---------------------------------|
| Aircraft magnetos                              | Aircraft relay contact<br>points/breakers | Aircraft spark plugs (platinum) |
| Dental wire (platinum alloy)                   | Detonator fuses                           | Electronic diodes and parts     |
| Electronic tube grid                           | Evaporators and evaporate<br>dishes       | Insignia coding boards          |
| Magnetos (platinum)                            | Platinum/group catalysts                  | Platinum foil                   |
| Platinum resistor furnace coils                | Semiconductors and resistant<br>alloys    | Solenoid switches (platinum)    |
| Spinnerets and feeder dies                     | Telephone switchboards<br>(palladium)     | Thermocouple wires              |
| Triodes for various<br>transmitting amplifiers | Voltage regulator                         |                                 |

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## C7. SCRAP Program

### Enclosure 2 - Sales Versus Recovery

#### 1. Precious Metal Bearing Scrap

a. Do not offer scrap containing economically recoverable amounts of precious metals for sale without the expressed written consent of DRMS-BCP. Normally such consent is only given for test sales, although in certain cases such as in the sale of precious metal bearing hazardous wastes, such consent may be given if DRMS determines that recovery may not be cost effective/feasible. When DRMS has made a predetermination to sell the material, a DRMS Form 984 is not needed.

b. Scrap which contains limited amounts of precious metals and for which recovery does not appear cost effective, should be offered for sale without completion of a DRMS Form 984. (This form is found on Adobe Forms.)

#### 2. Precious Metal Bearing Items

a. Do not sell precious metal bearing items listed in C7.2.5.19.3. Instead, but downgrade to scrap and processed for precious metal recovery.

b. Non-listed items containing limited amounts of precious metal for which recovery does not appear cost effective will be offered for sale without completion of a DRMS Form 984.

c. Non-listed items containing recoverable amounts of precious metals may be offered for sale upon completion of a DRMS Form 984.

#### REQUIRED

#### NOT REQUIRED

##### **Scrap:**

- |                             |                       |
|-----------------------------|-----------------------|
| - Test Sale                 | X                     |
| - Not Economical to Recover | X                     |
| - Economical to Recover     | (Sale not Authorized) |

##### **Items :**

- |                             |                       |
|-----------------------------|-----------------------|
| - Not Economical to Recover | X                     |
| - Economical to Recover     | X                     |
| - Listed in Paragraph D3    | (Sale not authorized) |

#### **PREPARATION OF DRMS FORM 984**

(found in Adobe Forms)

1. Prepare DRMS Form 984 in duplicate. Retain the original with a copy of the Item Description from DNSP and forward a copy to DRMS-BCP.

2. Complete DRMS Form 984 as follows:

a. Enter the Sales Referral List No. and Item No.; the DTID No. (if applicable); a description of the sales item in Block entitled "Usable Property Noun Nomenclature"; the NSN/Pre-Lot No., (if applicable); and the DRMO name.

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b. DRMO PMM completes part 1. Disregard the parenthetical instructions following "DRMO CALCULATIONS". The following instructions for entries are keyed to attached sample DRMS Form 984.

(1) Enter the factor(s) for the sales item in the appropriate blank(s) as follows:

FACTORS

GOLD

SILVER

(a) Items listed in PMMF\* Use PM content from PMMF, converted to troy ounces

(b) Unused Film ONLY\*\*

|                  |     |
|------------------|-----|
| 1. Black & White | .26 |
| 2. Color         | .21 |
| 3. Paper         | .13 |

(c) Electronics .001 .007

\* For items listed in the PMMF, compute the precious metals content by multiplying the quantity of each item times the precious metals content for that item. For sales line items with several NSNs, determine a summary troy ounce total for each precious metal. Enter this total as the troy ounce ("TO") figure in Part 1a of DRMS Form 984 and leave the troy ounce per pound and weight entries will be left blank.

\*\* If the sales item consists of more than one category of film, compute the silver content for the weight of each category and a summary troy ounce total determined. Enter this total as the troy ounce ("TO") figure in Part 1a of DRMS Form 984. Leave the troy ounce per pound and weight entries blank.

(2) Enter the weight of the sales item in the appropriate blank(s). This will normally be the total weight of the sales item; exceptions are:

(a) When the sales item consists of both precious metals bearing and non-precious metals bearing items, enter the weight of only those items which are precious metals bearing.

(b) When the sales item consists of gold, silver platinum, and palladium bearing property, pro-rate the total weight of the sales item according to the appropriate precious metal.

(3) Multiply each factor by the weight to determine the troy ounces of each precious metal within the sales item.

(4) Enter the appropriate processing/refinery cost per pound for the material within the sales item. Costs are based on commercial recovery contract costs; DRMS-BCP provides costs and quarterly updates by message.

(5) Enter the net weight of material which would be shipped for recovery of precious metals. For lots containing precious metal bearing and non-precious metal bearing material estimate the weight of the precious metal material which would eventually be processed for recovery. For electronics recyclable material this would be the resultant SCL P8E weight.

(6) Multiply (4) by (5) to determine the estimated processing/refinery cost.

(7) Enter the transportation cost per pound for material within the sales item.

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(8) Enter the net weight of material that would be actually shipped plus 10% for packaging/packing.

(9) Multiply (7) by (8) to determine the estimated transportation cost.

**NOTE:** Blocks 7, 8 and 9 are applicable only if the material is shipped. Material picked up by the contractor at the DRMO will not have an additional transportation cost as the contractor's transportation cost is included in the refining cost.

(10) Enter the packing, crating and handling (PC&H) cost per pound for material that would be shipped.

(11) Enter the same weight as entered in (5).

(12) Multiply (10) by (11) to determine the estimated cost of preparation of material for shipment.

**NOTE:** Costs for transportation (7) and PC&H (10) should be obtained from host activity. Material picked up by the contractor at the DRMO will not have host transportation or PC&H costs.

(13) Enter the total of entries in (6), (9) and (12); this represents the estimated total cost for recovery/refining of precious metal bearing material within the sales item.

c. Upon receipt of DRMS Form 984 and DLA Form 1366 the entries in Part 1 will be reviewed by the PMM. Use these entries for preparation of the Minimum Acceptable Prices article to be included in the Invitation for Bid (IFB). Annotate the IFB item number on DRMS Form 984 and the forms provided the Sales Contracting Officer (SCO) with each IFB.

(1) The SCO completes Part 2. Specific instructions for entries are keyed to attached sample DRMS Form 984.

(a) Enter the base price for the precious metals in the appropriate blank(s). The base price is the latest price quoted by Handy and Harman prior to bid opening date. The SCO obtains the price no later than 10:00 AM, local time, on the day before bid opening.

(b) Enter the troy ounce figure(s) entered in Part 1a in the appropriate blank(s).

(c) Multiply (a) by (b) to determine the value of each precious metal within the sales item.

(d) Enter the total of entries in (c); this will represent the value of recoverable precious metals within the sales item.

(e) Subtract total cost (line 1b(4)) from the total value (line 2a(4)) and enter the resultant figure; this represents the minimum acceptable price for the sales line item.

(2) Provide the minimum acceptable price to bidders who inquire after 10:00 AM, local time, on the day before bid opening. This also used by the SCO for bid evaluation purposes.

Use Part 3, Remarks, to enter any computations necessary to determine the factor(s) to be used; to compute the quantity(ies) of precious metals within the sales item; or to reflect any additional information and/or computations as may be necessary.

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## C7. SCRAP Program

### Enclosure 3 - Factors For Precious Metals Shipments

Use factors, when necessary, to determine the value of precious metals scrap for shipment. Multiply the appropriate factor by the quantity to be shipped (pounds for "P" codes and grams for "V" codes) to determine the estimated troy ounces of recoverable precious metals. Determine the value of the shipment by multiplying the troy ounces by the current market value of the appropriate precious metal.

| <u>SCL</u> | <u>FACTOR</u> | <u>PRECIOUS METAL</u>          |
|------------|---------------|--------------------------------|
| PB1        | 5.98          | Silver                         |
| PB2        | 2.63          | Silver                         |
| PB4        | 2.22          | Silver                         |
| PB5        | 1.45          | Silver                         |
| PB6        | 2.64          | Silver                         |
| PSC        | 1.65          | Silver                         |
| P05        | 0.52          | Silver                         |
| P06        | 0.27          | Silver                         |
| P07        | 3.22          | *                              |
| P08        | 3.22          | *                              |
| P12        | 2.64          | Silver                         |
| P13        | *             | Gold/Silver/Platinum/Palladium |
| P8A        | .032          | Platinum                       |
| P8B        | .579          | Silver                         |
| P8C        | .032          | Gold                           |
| P8G        | *             | Gold/Silver/Platinum/Palladium |
| P81        | .032          | Platinum                       |
| P83        | *             | Platinum                       |
| P84        | .321          | Silver                         |
| P87        | *             | Gold/Silver/Platinum/Palladium |
| VCS        | *             | Gold/Silver/Platinum/Palladium |
| VGM        | .02475        | Gold                           |
| VPM        | .0289         | Platinum                       |
| VSF        | .0289         | Silver                         |
| VSM        | .0289         | Silver                         |

\* Contact DRMS-BCP for determination on a case-by-case basis.

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## C7. SCRAP Program

### Enclosure 4 - DD Form 1348-1a - Documentation Requirements For Shipment Of PM From Feeder Sites

(Form is available on Adobe Forms.)

The following information on the DD 1348-1A is the minimum information required for shipment/pick-up of **precious metals bearing scrap**:

1. Appropriate SCL code - See [CAT Book](#).
2. Appropriate unit of issue and quantity of material being shipped/picked up.
3. DRMO Document Number. For pick-ups by a recovery contractor, use the DRMS-BCP provided requisition number that comes with the delivery order.
4. DODAAC and in-the-clear address and name of the DRMO. Ensure address is the correct and complete mailing address so contractors can return a completed DD Form 1348-1A.
5. Destination address. For recovery contractors, the address will be provided by DRMS-BCP with the delivery order.
6. Noun description of material being shipped/picked-up. (SCLs P06 or PSC must also include the number (each) of the steel wool cartridges (P06) or passive silver cells/cores (PSC).)
7. Additional required information as follows (may be entered on the reverse side of the document, or on attached paper, if necessary):
  - a. When shipping SCL VSF, include the total number of individual packages such as cardboard boxes, plastic bags, cans, etc., in the shipment and the statement that "weight is gross weight and includes packaging."
  - b. Enter the number of containers. Piece count tri-walls.
  - c. For pickup by a recovery contractor also include:
    - (1) The contract, delivery order and CLIN/SUBCLIN numbers.
    - (2) Truck seal number. If DRMO has no seals prior to contractor pickup contact DRMS-BCP with a request for seals.
    - (3) State whether the quantity is a net weight. (Net weight is defined as the actual weight of material without any packaging, containerization or addition of extraneous material. If the quantity is other than a net weight, state what packaging, containerization, etc., contributed to determining the weight.
    - (4) Gross/total weight. (Gross weight is defined as the net plus tare).
  - d. Signature(s) of DRMO precious metals weigh master and disinterested witness, or person(s) involved in the outloading of the property, and date that property is outloaded.

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## **C7. SCRAP Program**

### **Enclosure 5 - Precious Metals Recovery Equipment/Supplies**

DRMS-BCP will perform the following tasks.

1. Determine requirement for precious metals equipment/supplies to satisfy generator requirement.
2. Generating Activity will submit equipment/supply requests by mail, facsimile or telephone to DRMS-BCP. Address below:

Defense Reutilization and Marketing Service  
Attn: DRMS-BCP  
HDI Federal Center  
74 N. Washington Avenue  
Battle Creek, MI 49017-3092

Phone: DSN 661-7071 or COMM 269 961-7071  
Facsimile DSN 661-4047 or COMM. 269-961-4047.

3. DRMS-BCP will initiate filling the equipment/supply orders from stock or through purchase actions.
4. Equipment/Supplies shipped require documentation to be obtained from the generator as proof of receipt. Generator should sign and date the DOD Form 1149 created by DRMS-BCP when the equipment/supply order is filled, retain a copy for the generator records, and return the original document to DRMS-BCP.

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## C7. SCRAP Program

### Enclosure 6 - Precious Metals Recovery Program

#### Attachment 1 - Glossary Of Terms, Abbreviations And Conversions For Precious Metals Program

These terms, abbreviations and conversion tables are designed to assist DRMOs and other field activities in their PMRP responsibilities. These terms and abbreviations are for general use throughout DRMS.

##### A. TERMS:

1. Alloy - A substance composed of two or more metals.
2. Batteries - Two or more galvanic cells connected together to produce electric energy. Used in torpedoes, aircraft and missiles.
3. Collecting Tank - A container intended to receive and hold hypo solution containing silver for processing at a recovery site.
4. Current Market Value - The dollar value of recoverable precious metals contained in the item or recyclable material.
5. Electrolytic Recovery Unit - An item of equipment designed to recover silver from spent hypo solution through electrolysis.
6. Electronic Scrap Material - Electrical and electronic equipment/scrap containing precious metals.
7. Film - A thin, flexible, transparent sheet or strip of acetate or similar material coated with a light sensitive emulsion, used for taking photographs or motion pictures.
10. Fine or Fineness (As related to precious metals) - A measure of purity of gold, silver and platinum which is often expressed in parts per thousand, e.g., 0.995 fine. The value of a precious metal depends upon its percentage of fineness.
11. Gold - Yellow-colored metal which does not tarnish in air but is tarnished by sulfur. Its chemical symbol is **Au**.
12. Hypo - A photographic fixing agent that acts as a solvent for silver in the photographic/radiographic development process.
13. Iridium - Silver-white metal of the platinum family that does not tarnish in air. Its chemical symbol is **Ir**.
14. Osmium - A hard, white metal of the platinum family. Its chemical symbol is **Os**.
15. Palladium - Silver-white metal that does not tarnish in air. A good electrical conductor; its chemical symbol is **Pd**.
16. Platinum - Silvery-grayish-white metal that does not corrode or tarnish. Its chemical symbol is **Pt**.
17. Precious Metals - Gold, silver and platinum family metals, platinum, palladium, iridium, osmium, rhodium, and ruthenium.

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18. Precious Metals Bearing Item - An item that contains one or more of the precious metals.
19. Precious Metals Bearing Scrap - Scrap material that contains precious metals in its composition.
20. Precious Metals Master File (PMMF) - A file containing all the NIINs known to contain precious metals. This file is provided to DRMOs and generators.
21. Precious Metals Recovery Program (PMRP) - A DOD program for the recovery, refinement, storage and utilization of precious metals derived from excess/surplus items, recyclable material and photo fixing solutions for use as Government Furnished Material (GFM).
22. Refine - To remove or separate impurities and reduce precious metals to a fine state or purified product.
23. Rhodium - A silver-white metallic element of the platinum family; 12 times heavier than water and melts at 3600~F. Its chemical symbol is **Rh**.
24. Ruthenium - A hard white metal of the platinum family. Its chemical symbol is **Ru**.
25. Silver - A soft white metal which resists oxidation but tarnishes in air. Its chemical symbol is **Ag**.
26. Silver Test - A test for the presence of silver in spent hypo solution.
27. Sulfiding - A chemical change that takes place in hypo solution if the current setting of the recovery unit is too high or if current is allowed to continue to flow through the solution after all silver has been removed. Characterized by the rotten egg smell of hydrogen sulfide.

## B. ABBREVIATIONS:

- |   |  |
|---|--|
| 1. <b>Ag</b> - Silver                         | 8. <b>PMIC</b> - Precious Metals Indicator Code    |
| 2. <b>Au</b> - Gold                           | 9. <b>PMMF</b> - Precious Metals Master File       |
| 3. <b>CMV</b> - Current Market Value          | 10. <b>PMRP</b> - Precious Metals Recovery Program |
| 4. <b>GFM</b> - Government Furnished Material | 11. <b>Pt</b> - Platinum                           |
| 5. <b>Ir</b> - Iridium                        | 12. <b>Rh</b> - Rhodium                            |
| 6. <b>Os</b> - Osmium                         | 13. <b>Ru</b> - Ruthenium                          |
| 7. <b>Pd</b> - Palladium                      |  |

## C. CONVERSIONS:

### "MULTIPLY BY" TO OBTAIN:

- |  |                                    |
|--|------------------------------------|
| 1. Pounds (avoir) 453.592 Grams          | 11. Kilograms 2.205 Avoir Pounds   |
| 2. Ounces (troy) 31.103481 Grams         | 12. Gram 0.0022 Avoir Pounds       |
| 3. Ounces (avoir) 28.349527 Grams        | 13. Gallon (U.S.) 3.78543 Liter    |
| 4. Kilogram 1000.0 Grams                 | 14. Liter 0.219973 Imperial Gallon |
| 5. Carat/Karat 0.2 Grams                 | 15. Grains 0.002084 T.O.           |
| 6. Pounds (avoir) 14.5833 Troy Ounces    |                                    |
| 7. Grams 0.03215 Troy Ounces             |                                    |
| 8. Ounces (avoir) 0.9115 Troy Ounces     |                                    |
| 9. Ounces (troy) 0.06857 Avoir Pounds    |                                    |
| 10. Pounds (troy) 0.8228571 Avoir Pounds |                                    |

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## C7. SCRAP Program

### Enclosure 5 - Precious Metals Recovery Program Attachment 2 - Shipping Instructions for Precious Metals Bearing SCLs

| <b><u>SCL:</u></b>   | <b><u>Description:</u></b>                                | <b><u>CONUS<br/>DRMOs</u></b> | <b><u>European<br/>DRMOs</u></b> | <b><u>Pacific<br/>DRMOs</u></b> |
|--|---|-------------------------------|----------------------------------|---------------------------------|
| P02  | hypo solution   | A                             | A                                | A                               |
| P04 & P05  | Film & Film Ash<br>(silver bearing)                       | B                             | E                                | F                               |
| P06, PSC, &<br>VSF   | Cartridges, Cells<br>& Flake<br>(silver bearing)          | B                             | E                                | F                               |
| P81, P83, P84,<br>P87, P8A, P8B,<br>P8C, & P13   | Low grade scrap   | B                             | E                                | F                               |
| VCS, VSM, VPM<br>& VGM   | High grade scrap  | B                             | E                                | F                               |
| P8E  | Sorted electronic<br>scrap                                | B                             | E                                | F                               |
| PB1, PB2, PB4,<br>PB5, PB6, & P12  | Batteries<br>(silver bearing)                             | B                             | E                                | F                               |
| P07 & P08  | Cyanide/acid<br>based liquids,<br>salts, sludges,<br>etc. | C                             | C                                | C                               |
| P24  | Unsorted<br>electronic scrap                              | D                             | D                                | D                               |
| A = PROCESS ON-SITE AT GENERATOR LOCATION DRMOs DO NOT PHYSICALLY RECEIVE.   |   |                               |                                  |                                 |
| B = HOLD ON-SITE PENDING DISPOSITION INSTRUCTIONS FROM DRMS-BCP FOR PM CONTRACTOR PICKUP.  |   |                               |                                  |                                 |
| C = REQUIRES DISPOSITION INSTRUCTIONS FROM DRMS-BCP  |   |                               |                                  |                                 |
| D = HOLD ON-SITE PENDING DISPOSITION INSTRUCTIONS FROM DRMS-BCP FOR DEMAN CONTRACTOR PICKUP.   |   |                               |                                  |                                 |
| E = SHIP TO DRMO JACKSONVILLE, FL, CONTACT DRMO PRIOR TO SHIPMENT.   |   |                               |                                  |                                 |
| F = SHIP TO DRMO LEWIS, WA, CONTACT DRMO PRIOR TO SHIPMENT.  |   |                               |                                  |                                 |
| <b>NOTE:</b> * Some commodities/SCLs from Europe and/or Pacific areas may require the costs of transportation to be computed prior to shipping to the CONUS DRMOs and evaluated against the value of the material if it is to be recycled for the precious metals content. Contact DRMS-BCP for assistance in this matter. |   |                               |                                  |                                 |

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## C7. SCRAP Program

### Enclosure 7 - Reconciliation of SCL Accounts Using DAISY Consolidated Inquiry

Scrap reconciliation should be performed on a fairly frequent basis (weekly or monthly, depending on the DRMO's operation). A valuable tool from DAISY that may be used for reconciliation is a Consolidated Scrap Inquiry. Another valuable tool is a Scrap Site/Storage Control Register, which lists scrap locations and their status. Generally, the Scrap Site/Storage Control Register should be reviewed and updated daily to ensure that DRMO personnel (especially receiving and marketing staff) are aware of newly established SCL/SCT locations.

#### DAISY Consolidated Scrap Inquiry.

Instructions are provided below to obtain a Consolidated Scrap Inquiry from DAISY:

- a. Access DAISY's main menu.
- b. Select the "Inquiries" menu.
- c. Select "Consolidated Inquiries" (or, if desired, select Batch Consolidated Inquiries).
- d. Select "scrap inquiry."
- e. Create the search criteria by typing in an asterisk (\*) in the *SCL/SCT PREFIX* field. Then, <Tab> over to the *DRMO RIC SFX* field, input the desired suffix, and press <F3> to Find. DAISY will show that it is finding the records. After completion, DAISY will show the number of records found in the upper right hand corner of the screen. The message at the bottom of the screen will read: <F1> to exit or create report, <F13> to prepare another inquiry. Select <F1> to create the report.
- f. DAISY will then display a "Specify Sort" menu. Then select the field to sort by. Or leave it unspecified and press <F9> to update. Most either sort by the *SCL/SCT* or the *Site/Storage Location*.
- g. Next DAISY will provide a screen where a Report Title may be input. This may be left blank, but it is suggested that the report is titled "Scrap Reconciliation, and DATE." For example, the title may read: "Scrap Reconciliation, 31 March 2002."
- h. Press <F9> to send the report to DAISY Access Reports. The Access Report number will be displayed on the screen briefly. It is suggested that this number be written down at this time to make it easier and quicker to retrieve from Access Reports.
- i. Access the report, print if desired, and review it.

#### Reviewing and Analyzing the DAISY Consolidated Scrap Inquiry.

- a. *SCL/SCT and DEMIL Code.* Review these questions: Is there more than one site using the same SCL and DEMIL code? Can they be consolidated? Can or should some of them be closed out?

**NOTE:** In the past the practice was to keep a pound of scrap in the pile in order to keep a certain Term (SCT) scrap pile open.

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DAISY would not permit shipping the total quantity in the scrap pile, without closing the scrap pile (RSC Z). Also with the SCT scrap pile in RSC Z, new weight could not be added to the same SCT pile number. Keeping one pound of scrap in the pile was usually done for term scrap sales to retain the SCT number. The disadvantage in doing this is, until a scrap pile is closed, all DAISY records going into that pile would be associated with this pile, and the records would not purge off from DAISY. The result was an ever-increasing number of records associated with that pile, more time-consuming and unmanageable research (due to the number of records and transactions that must be reviewed and/or scrolled through.) In addition, large numbers of open, unneeded, records slow the performance of DAISY. For term scrap piles (SCTs), the entire eight of the scrap pile may be shipped, the pile may be kept open, and scrap weight may continue to be added to the same SCT number. Follow this procedure: When using the Sale/Shipment (Scrap) process (udaz3101), answer "No" to the DAISY question: *"Do you want to close this scrap pile? Please enter Y or N:"* Answer "No", to keep the scrap pile open, so new weight may be continued to be added.

**NOTE:** This only works for term scrap piles. When local (SCL) scrap piles are closed, one must wait until 150 days after the pile is closed to reuse the same Scrap ID (stated differently, the criterion is RSC Z + 150 days).

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## C7. SCRAP Program

### Enclosure 8 - Abandonment - Commercial Landfill

FINDINGS: Property listed has no R/T/D or sales potential, nor any value for basic material content, and/or charitable donation is not feasible, and/or sale of property is uneconomical pursuant to the economy formula (property to be buried in commercial landfill).

Public notice not given because property value is so little that its retention \_\_\_ \_\_\_ or advertising \_\_\_ \_\_\_ or sale is clearly not practical (check block, if appropriate).

Abandonment action is approved.

---

DRMO CHIEF SIGNATURE

DATE

I certify these items were  
abandoned in the manner  
authorized by DOD 4160.21-M  
and other applicable regulations.

---

ABANDONMENT OFFICER

DATE

I have witnessed the abandonment  
of this property by delivery  
to a commercial landfill hauler/  
operator.

---

DRMO WITNESSING PARTY

DATE

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## C7. SCRAP Program

### Enclosure 9 - Abandonment - Government Owned Landfill

FINDINGS: Property listed has no R/T/D or sales potential nor any value for basic material content, and/or charitable donation is not feasible, and/or sale of property is uneconomical pursuant to the economy formula (property to be buried in commercial landfill).

Public notice not given because property value is so little that its retention \_\_\_ \_\_\_ or advertising \_\_\_ \_\_\_ for sale is clearly not practical (check block if appropriate).

Abandonment action is approved.

---

DRMO CHIEF SIGNATURE

DATE

I certify these items were  
abandoned in the manner  
authorized by DOD 4160.21-M  
and other applicable regulations.

---

ABANDONMENT OFFICER

DATE

I have witnessed the abandonment  
of this property by delivery  
to a commercial landfill hauler/  
operator.

---

DRMO WITNESSING PARTY

DATE

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## **C8. ENVIRONMENTAL Program**

### **Enclosure 1 - Land Disposal Restrictions**

#### **1. INTRODUCTION.**

a. **The land disposal restriction (LDR) regulations are found in 40 CFR 268.** The basic components of the LDR program are relatively straightforward. For each hazardous waste, EPA has established a treatment standard or a specific treatment method that is determined to be protective of human health or the environment. Hazardous waste must be treated to this standard or by the specific method before the waste can be land disposed. Generators are responsible for identifying their waste to comply with the LDR requirements. Additional paperwork (LDR Notification Form) is required with the ManiFest when these wastes are shipped offsite. This paperwork notifies those who will handle the waste of the land disposal restriction requirements and may include a certification by the generator. In addition, there are also storage and recordkeeping requirements associated with the LDR program.

**b. EPA land disposal restrictions do not apply overseas, except for U.S. territories (i.e., Guam, Puerto Rico)**

**NOTE:** When OCONUS DRMOs are retrograding HW to CONUS DRMOs, check with the gaining DRMO for instructions.

**2. WASTES SUBJECT TO THE LAND DISPOSAL RESTRICTIONS.** Most hazardous wastes are now subject to the land disposal restrictions. Wastes subject to LDR requirements are known as restricted wastes. This includes wastes that meet a characteristic or are listed, and also includes special hazardous wastes such as soils, debris, and lab packs.

**3. WASTES NOT SUBJECT TO THE LAND DISPOSAL PROHIBITIONS.** Not all wastes are subject to the land disposal requirements. Normally under RCRA, when new wastes are first identified as hazardous (i.e., “newly identified” or “newly listed” hazardous wastes) LDR standards are not immediately established. These wastes must be managed as hazardous wastes but do not have to comply with LDR requirements before they are disposed. Usually at a later date, EPA will establish treatment standards for these wastes and then they become subject to LDR requirements.

#### **4. WASTE IDENTIFICATION, WASTE CODES, AND HAZARDOUS CONSTITUENTS.**

a. Hazardous waste must be identified in sufficient detail to permit the identification of applicable waste codes, regulated hazardous constituents, and/or underlying hazardous constituents. The LDR program requires that all waste codes that apply to a waste be identified and the waste treated for each waste code. An exception is made for listed wastes where a constituent that would cause a waste to meet a characteristic is addressed in the listed waste’s treatment standard. For example, benzene, a U-listed waste (U019) would not require the identification of the D018 (TCLP benzene) waste code because the treatment standards for U019 addresses the benzene hazardous constituent.

b. For listed wastes (i.e., F, K, P, or U), the LDR identification requirements include:

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(1) The regulated listed hazardous constituent(s) identified in 40 CFR 268.40 that are present in the waste; and,

(2) Other hazardous constituent(s) present that would give the waste a characteristic waste code and is not listed as a constituent in the table in 40 CFR 268.40. For example: a spent degreasing solvent contaminated with lead above the TCLP level would require the assigned waste codes of F001 and D008; and,

(3) If a listed waste possesses a RCRA waste characteristic that is not identified as a regulated hazardous constituent in 40 CFR 268.40, then any underlying hazardous constituents present above the regulatory level in the table in 40 CFR 268.48 need to be identified. For example: a spent solvent that is contaminated with vinyl chloride above the TCLP level would be assigned the waste codes of F003 and D043. The D043 waste code is assigned because vinyl chloride is not listed as a regulated hazardous constituent for a F003 waste in 40 CFR 268.40. Furthermore, because the waste meets the characteristic for D043, any underlying hazardous constituent listed and above the regulatory level in 40 CFR 268.48 and is not a hazardous constituent identified in 40 CFR 268.40 for F003 wastes must be identified

c. For characteristic wastes, the LDR identification requirements include:

(1) characteristic waste codes that apply to the waste; and,

(2) depending on the treatment method or treatment standard in 40 CFR 268.40, any underlying hazardous constituents listed in 40 CFR 268.48 that are present above the level in the table. Any treatment method or standard in 40 CFR 268.40 that contains the phrase: “& meet 268.48 standards” requires the identification of underlying hazardous constituents.

d. DRMOs will coordinate with their contractor to determine if any wastes must be treated/managed by a method where the identification of underlying hazardous constituents applies. If a waste requires the identification of underlying hazardous constituents, DRMOs must inform the generator that this identification is needed if sufficient information is not included on the Hazardous Waste Profile Sheet. The following summarizes when the identification of hazardous underlying constituents is or is not required:

- Characteristic wastes that are decharacterized and managed in Clean Water Act (CWA)/CWA-equivalent, or Class I Safe Drinking Water Act (SDWA) facilities do not require the identification of underlying hazardous constituents.
- Characteristic wastes that are managed in non-Clean Water Act (CWA)/non-CWA-equivalent, or non-Class I Safe Drinking Water Act systems (underground injection), will require the identification of the underlying hazardous constituents unless the disposal facility monitors for all underlying hazardous constituents listed in 40 CFR 268.48.
- Wastes that possess a D001 characteristic only, and will be treated by combustion (CMBST) or recovery of organics (RORGs) do not require the identification of underlying hazardous constituents.

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- TC pesticide (D012-D017) and TC organic (D018-D043) that will be treated by CMBST or RORGS require the identification of the underlying constituents unless the TSDF monitors for all underlying hazardous constituents.

e. Identification of Underlying Hazardous Constituents. Only underlying hazardous constituents that are “**reasonably expected to be present**” need to be determined. Generators do not have to determine the presence or absence of all underlying hazardous constituents listed in the table in 40 CFR 268.48. The determination of underlying hazardous constituents may be based on: knowledge of the raw materials used; the process they operate; the potential reaction products of the process; or, a one-time analysis for the entire list of constituents listed in the table in 40 CFR 268.48.

### 3. DETERMINATION OF TREATMENT STANDARDS.

a. Universal Treatment Standards. The LDR treatment standards are consolidated into one table at 40 CFR 268.40 entitled “Treatment Standards for Hazardous Wastes”. The treatment standards listed in this table are based on the “Universal Treatment Standards” (UTS) found in 40 CFR 268.48. The purpose of the UTS is to set a single universal treatment standard for: 1) each constituent identified in waste waters; and, 2) each constituent identified in non-waste waters that previously had a numerical treatment standard. The effect was to standardize treatment standards for the same constituents regardless of which waste the constituent is contained.

b. To determine which treatment standards/methods apply to a waste, the steps below should be followed. This information will be needed to complete the LDR notification form (see paragraph 6). Use the waste profile sheet (provided by the generator), the MSDS, or copies of waste analysis to obtain the information needed.

**(STEP 1)** The waste must be a RCRA waste (i.e. meet a characteristic or be listed). If the waste does not meet the definition of a RCRA hazardous waste, it is not subject to the LDR requirements.

**(STEP 2)** Determine all appropriate waste codes (listed or characteristic) in accordance with paragraph P4 above. If a waste possesses several characteristics, all characteristics waste codes (D001-D043) must be identified. Some listed wastes (F, K, P, or U) can also possess certain RCRA characteristics and these waste codes must also be identified.

**(STEP 3)** Determine if the waste is either a wastewater or non-wastewater based on the definition in 40 CFR 268.2. Almost all hazardous wastes handled by DRMOs will fall into the non-wastewater category. A wastewater is generally defined as a waste containing less than 1% total organic carbon (TOC) and less than 1% total suspended solids (TSS). If it doesn’t meet the wastewater definition, it is a non-wastewater.

**(STEP 4)** For each applicable waste code, determine if there is a subcategory to the waste code that applies. This is obtained by referring to the table in 40 CFR 268.40. There are several types of subcategories. For example, subcategories can exist based on concentration (e.g. high-

TOC subcategory for D001, or low mercury subcategory for D009); or, for the source of the waste (e.g. D008-lead batteries subcategory).

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**(STEP 5)** Some wastes will require the identification of hazardous constituents or underlying hazardous constituents. This will depend on: 1) how the waste will be disposed; and /or, 2) the type of monitoring being performed by the TSDF. Refer to the tables in 40 CFR 268.40 and 268.48. Also, see paragraph P4 for additional information.

(a) For certain characteristic wastes, the underlying hazardous constituents must be identified if the waste will be managed in a non-CWA facility or non Class I SDWA injection well under the DRMOs disposal contract (40 CFR 268.48).

(b) For listed wastes, (i.e., F001-F005, F039,) the regulated hazardous constituents listed under the applicable waste code must be identified (40 CFR 268.40). Also, if the listed waste also possesses a hazardous characteristic, then underlying hazardous constituents must also be identified (40 CFR 268.48).

**NOTE:** If the TSDF monitors for all constituents of concern (either all underlying hazardous constituents for characteristic wastes or all regulated hazardous constituents for listed wastes), the identification of the specific constituents is not required.

**(STEP 6)** Determine if the waste meets the treatment standards for the applicable waste code(s) from the table in 40 CFR 268.40. Wastes that exceed the standards in this table or have a treatment method identified must be treated.

**(STEP 7)** Prepare the paperwork associated with the LDR program. This includes the restricted waste notification and certification in 40 CFR 268.7 (DRMS Form 1851, generator form, or contractor equivalent).

## 6. LDR NOTIFICATION REQUIREMENTS.

a. When a land disposal restricted waste is shipped, a notification form must be provided with the ManiFest which tells the TSDF receiving the hazardous waste whether the waste has or has not been treated, and if treated, the degree of treatment. Specific information is required on this notification form but there is no mandatory form to be used. DRMS Form 1851. pages 2-73 - 79. This is an adobe fillable form. Also, disposal contractors and generators may have their own form. Any form may be used as long as it meets the requirements of 40 CFR 268.7. Electronic versions are permitted for use by EPA.

b. The notification requirement of the LDR program allows for a one-time notification for a HW shipment. The one time notification applies to shipments of all LDR restricted wastes and lab packs. A LDR notification is required with an initial shipment of hazardous waste to a treatment, storage, or disposal facility (TSDF). After this initial shipment, no additional notification is required to accompany shipments unless there is a change in the waste composition or TSDF that the waste is sent to. The generator shipping the waste and the TSDF that receives the waste must maintain a copy of each one-time notification.

c. When a DRMO receives a restricted waste from off-site, a LDR notification is required. This is the responsibility of the generating activity. A notification form must be attached to the initial incoming ManiFest. Unless the composition of the waste changes a LDR notification is not

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required for subsequent shipments of the same waste. The DRMO must maintain a copy of the notification.

d. The notification form requires certain information depending on the waste. The following table identifies what information is required on the notification form, depending on the waste.

| Required Information  | If waste/soil does not meet treatment standard 268.7(a)(2) | If waste/soil meets the treatment standard 268.7(a)(3) | If waste/soil is exempted from LDR 268.7(a)(4) | If waste is a lab pack under the alternative treatment standards 268.7(a)(9) |
|---|--|--|--|--|
| 1. EPA hazardous waste numbers and ManiFest number of the first shipment  | X  | X  | X  | X  |
| 2. Statement: "This waste is not prohibited from land disposal"   |  |  | X  |  |
| 3. The waste is subject to LDRs. The constituents of concern for F001-F005 and F039, and underlying hazardous constituents in hazardous waste, unless the waste will be treated and monitored for all constituents. If all constituents will be treated and monitored, there is no need to put them all on the LDR notice.  | X  |  |  |  |
| 4. The notice must include the applicable waste water/non-waste water category and subdivisions made within a waste code based on specific criteria.  | X  | X  |  |  |
| 5. Waste analysis data (when available)   | X  | X  | X  |  |
| 6. Date the waste is subject to the prohibition.  |  |  | X  |  |
| 7. For debris, when treating with the alternative treatment technologies (268.45); the contaminants subject to treatment as described in 268.45(b); and an indication that these contaminants are being treated to comply with 268.45   | X  |  | X  |  |
| 8. For contaminated soil subject to LDRs as provided in 268.49(a), the constituents subject to treatment as described in 268.49(d), and the following statement: This contaminated soil [does/does not] exhibit a characteristic of hazardous waste and [is subject to/complies with] the soil treatment standards as provided by 268.49(c) or the universal treatment standards. | X  |  |  |  |
| 9. A certification is needed (see applicable 268.7 section for exact wording, also paragraph 7 below.   |  | X  |  | X  |

e. Characteristic hazardous wastes once de-characterized are not subject to the LDR notification and certification requirements except that a one-time notification and certification must be placed in the generator or treater's file and submitted to the EPA region or authorized state.

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**7. CERTIFICATION REQUIREMENTS.** Under certain conditions, (i.e., if a waste already meets existing LDR treatment standards, soils, or for lab packs), the restricted hazardous waste notification will require a signed certification. The certification may be part of a notification form or may be separate but attached to the notification form. DRMS Form 1851 includes the various certifications that may need to accompany a restricted waste notification and the applicable certification(s) need only be checked. See row 9 in the table in paragraph 6 above to determine when a certification is required.

**8. LAB PACKS.** Lab packs are subject to the land disposal restrictions. Lab packs must be treated to the standards in 40 CFR 268.40 or they can be handled under the alternative treatment standards in 40 CFR 268.42(c). 40 CFR 268 Appendix IV lists the waste codes that are prohibited from going into a lab pack. If lab packs are handled under the alternative treatment standard in 40 CFR 268.42(c), a lab pack LDR notification form must include the information in the table in paragraph 6 above. Also, a certification for lab packs is required. This certification can be found in 40 CFR 268.7(a)(9). In general, the certification states that the lab pack does not contain any wastes identified in Appendix IV to part 268.

#### **9. ALTERNATIVE LDR TREATMENT STANDARDS FOR SOIL CONTAMINATED WITH HAZARDOUS WASTE.**

The LDR regulations have established alternative treatment standards specifically tailored to soils contaminated with hazardous waste. These regulations can be found at 40 CFR 268.49. Generators of soil contaminated with hazardous waste have the option of complying with either these new soil treatment standards or the existing universal treatment standards in 40 CFR 268.48.

The alternative treatment standard establishes a treatment standard for soils of "**90% capped at 10xUTS**". This treatment standard requires that concentrations of hazardous constituents subject to treatment be reduced by 90% for given constituents. When treatment of any constituent subject to the 90 percent reduction standard would result in a concentration less than 10 times the universal treatment standard for that constituent, further treatment would not be necessary.

Not all soils being disposed are subject to LDR requirements. The disposal of contaminated soils must take into account certain factors before determining whether the soils require management under the LDR program. In general, contaminated soil is subject to the LDR standards only when it contains a listed hazardous waste or exhibits a characteristic of hazardous waste and the soil is: 1) generated (removed); and, 2) placed in a land disposal unit (disposed). For soils contaminated with listed wastes, it also depends on whether the listed waste was LDR prohibited at the time it contaminated the soil. 40 CFR 268.49 contains a table to assist in determining when LDRs apply to the disposal of contaminated soil.

The alternative soil treatment standards are designed to improve management of contaminated soil, especially remedial actions that involve the removal and disposal of soil. The treatment standards are technologically based and encourage the use of innovative technologies (i.e., soil washing). The treatment standards have been established so that treatment levels are achievable using a variety of common technologies that destroy, remove, or immobilize substantial amounts of hazardous constituents. Treatment may be achieved using any applicable treatment method except a treatment method involving impermissible dilution.

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10. **DEBRIS.** Debris meeting the definition of a hazardous waste is subject to the land disposal restrictions. Debris may be treated in either of two ways: 1) Debris may be treated to meet the standards in 40 CFR 268.40; or 2) Debris may be treated to meet the alternative standards in 40 CFR 268.45.

11. **RECORD KEEPING.** All information on land disposal restrictions (notices, certifications, manifests, waste analysis or determination) must be kept for 3 years. Electronic versions of LDR notifications are permitted.

12. **STORAGE.** Restricted wastes must be marked with the date and EPA hazardous waste number when they are put into permitted storage. This date must be marked separately from the accumulation start date (when the 90-day time period begins). Restricted wastes in RCRA permitted storage can be stored for a maximum of 1 year to facilitate recovery, treatment or disposal. DRMOs without RCRA permitted storage can only store restricted hazardous waste for 90 days.

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## C8. ENVIRONMENTAL Program

### Enclosure 2 - PCB Spills - Instructions and Information

**A. PROCEDURE.** This procedure applies to spills of PCBs at concentrations of 50 ppm or greater. As with reportable quantity spills, the reporting, decontamination and recordkeeping requirements of the PCB spill clean-up policy is a host responsibility. Standard Interservice Support Agreements should include this responsibility. Follow spill reporting procedures in Section 2, Chapter 8, Environmental Program, Oil and Hazardous Material/Hazardous Waste Spill Prevention and Response of this instruction.

#### **B. REPORTING REQUIREMENTS.** (40 CFR 761.125(a)(1))

1. Under CERCLA, spills of PCB material at any concentration containing one pound or more of PCBs must be reported to the **National Response Center (1-800-424-8802)**. For this requirement, the actual amount of PCBs in the material must be calculated based on the concentration and volume spilled.

2. If a spill directly contaminates surface waters, sewers, drinking water supplies, grazing lands or vegetable gardens, contact the National Response Center, then the appropriate EPA Regional Office for clean-up measures no later than 24 hours after the spill (See Section 4, Supplement 2, Enclosure 22 - Emergency Response - For Releases of Hazardous Substances Into the Environment.).

3. Any other spills of over ten pounds of PCB material must be reported to the appropriate EPA Regional Office and the spill site decontaminated in 24 hours. For this required, ten pounds refers to the total amount of material spilled; i.e., generally one gallon of PCB dielectric fluid (See Section 4, Supplement 2, Enclosure 22, - Emergency Response - For Releases of Hazardous Substances Into the Environment).

4. Spills of ten pounds or less (one gallon of PCB dielectric fluid) must be cleaned up but not reported to EPA.

**NOTE:** DRMOs Receiving FEPP (see C1.8.1.3.) must consult Host Spill Plans and FGS/OEBGD to determine reporting requirements.

#### **C. DECONTAMINATION REQUIREMENTS.** (40 CFR 761.125(b) & (c))

1. **Low-Concentration Spills** which involve less than one pound of PCBs by weight (less than 270 gallons of untested mineral oil):

a. **Solid Surfaces.** All free flowing material must be contained with absorptive materials; e.g., sawdust. The surface must be double-washed/rinsed with a recommended solvent (xylene, toluene, kerosene), using enough free fluid in each wash/rinse to cover the contaminated surface completely. PCBs should never be hosed down with water. The wash/rinse requirements do not mean the mere spreading of solvent over the surface, nor does it mean a once-over wipe with a soaked cloth.

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b. **Soils.** Visible traces of soil and a buffer of a lateral foot must be excavated and the ground restored to original configuration by back filling with clean soil.

2. **High Concentration** (greater than or equal to 500 ppm) and low-concentration (<500 ppm) spills which involve one pound or more of PCBs by weight (270 gallons or more of untested materials):

a. The spill area plus a three-foot buffer must be cordoned off and clearly visible signs placed advising people to avoid the area to minimize the spread of contamination as well as the potential for human exposure.

b. Clean-up visible traces of fluid on hard surfaces must be initiated and all visible traces of the spill on soil and other media such as gravel, sand, etc., must be removed.

c. **Solid Surfaces.** High contact solid surfaces and low contact indoor surfaces must be cleaned to 10 ug/100 cm<sup>2</sup> (as measured by standard wipe tests). Low-contact, outdoor surfaces must be cleaned to 100 ug/100 cm<sup>2</sup>.

d. Soils in restricted access areas (such as the DRMO yard) contaminated by the spill must be cleaned to 25 ppm PCBs.

**NOTE:** DRMOs Receiving FEPP (see C1.8.1.3.) must consult Host Spill Plans and FGS/OEBGD to determine reporting requirements.

**D. RECORDKEEPING. (40 CFR 761.125(b)(3))** The following information must be recorded for all spills and kept for a minimum of 5 years:

1. Identification of the source of the spill.
2. Estimated or actual date and time of spill occurrence.
3. Date and time clean-up completed or terminated. Brief description of spill location and nature of materials contaminated.
4. Pre-clean-up sampling data used to establish the spill boundaries if required because of insufficient visible traces, and a brief description of sampling methodology used to establish spill boundaries.
5. Brief description of solid surfaces cleaned and of double wash/rinse method used (if applicable).
6. Approximate depth of soil excavation and amount of soil removed.
7. Certification statement signed by responsible party or designated agent stating that clean-up requirements have been met and that information contained in the record is true to the best of his/her knowledge.

**NOTE:** DRMOs Receiving FEPP (see C1.8.1.3.) must consult Host Spill Plans and FGS/OEBGD to determine reporting requirements.

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## C8. ENVIRONMENTAL Program

### Enclosure 3 - Operating Instructions Attachment 1 - Management of Reporting of Regulatory Environmental Inspections and Subsequent Reports

| <b>RESPONSIBILITY</b> | <b>STEP</b> | <b>ACTION</b>   |
|-----------------------|-------------|---|
| DRMO                  | 1           | Escort the regulator while on site. Answer all the questions and provide any requested data and/or information. Whenever possible, immediately correct any deficiencies or violations identified by the regulator.<br><br><b>NOTE:</b> When visited or inspected by Host Nation regulators, DRMOs Receiving FEPP (see C1.8.1.3.) contact host legal office and/or command post, DRMS-O legal office for guidance at time of initial regulator visit. Do not sign untranslated statements, or make statements without legal counsel wherever possible. |
|                       | 2           | Attend the regulator's exit briefing. Again, ensure the regulator does not leave with any unanswered questions. If applicable, convey to the regulator that identified deficiencies or violations have been corrected.  |
|                       | 3           | Submit a SITREP in accordance with DRMS-I 3020.1  |
|                       | 4           | Promptly obtain a copy of the regulator's final and/or official report from the host.   |
|                       | 5           | Provide a copy of the regulator's final and/or official report to DRMS-Q.   |
| DRMS-Q                | 6           | Provide a copy of all reports or identifying observations, deficiencies or violations associated with DRMO operations to DRMS-BCE and office of principle interest.   |
| DRMO                  | 7           | Immediately correct deficiencies or violations not previously resolved.   |
|                       | 8           | Prepare and provide an official written response to the host. Detail the corrective actions taken to resolve the non-compliant situation and date(s) accomplished, as well as a plan of action and milestones for all unresolved issues. Also, the DRMO must identify and contest, to/thru the host, those findings which are thought to be invalid.<br><br><b>NOTE:</b> The response must be coordinated with DRMS-O.  |

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| <b><u>RESPONSIBILITY</u></b> | <b><u>STEP</u></b> | <b><u>ACTION</u></b>   |
|------------------------------|--------------------|--|
|                              | 9                  | Provide a copy of the DRMO's response to DRMS-O.   |
| DRMS-O                       | 10                 | Provide a copy of the DRMO's response to DRMS-BCE, DRMS-G, or DLA-EG.  |
| DRMO                         | 11                 | Promptly obtain a copy of the host's response to the regulator.  |
|                              | 12                 | Provide a copy of the host's response to DRMS-O, or DLA-EG.  |
| DRMS-BCE                     | 13                 | Track and monitor the regulatory administrative notifications and enforcement actions, ensuring that each instance of non-compliance has been corrected. |
| DRMS-G                       | 14                 | Track, monitor, and negotiate the ultimate resolution of enforcement actions, including fines/penalties, with the host or regulator.                     |
| DRMS-O                       | 15                 | Report the regulatory administrative notifications and enforcement actions to other offices, the Command and outside agencies.                           |

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## C8. ENVIRONMENTAL Program

### Enclosure 4 - Operating Instructions

#### Attachment 1 - Return to Manufacturer/Recycler/Reuser - Responsibility, Step and Action

| <b><u>RESPONSIBILITY</u></b> | <b><u>STEP</u></b> | <b><u>ACTION</u></b>  |
|------------------------------|--------------------|---|
| DRMS-BCP or DRMO             | 1                  | Refer hazardous material that has failed national sales to DRMS-BCP for screening in the RTM program prior to the DRMO placing the item on delivery order. If DRMS-BCP determines the hazardous material is viable for the RTM program the DRMO will be contacted to hold property for RTM. Or,<br><br>Review hazardous material that has failed RTDS for screening through the RTM program, prior to ultimate disposal. Complete Attachment 2b of this Operating Instruction on eligible property and mail or fax to DRMS-BCP, (DSN) 661-5766 for assistance in finding an alternate source before disposal. |
| DRMS-BCP or DRMO             | 2                  | Contact the manufacturers cited on the product Material Safety Data Sheet (MSDS) and offer the item for recycling or reuse to the manufacturer. If the original manufacturer shows no interest in the property, it is permissible to contact other known manufacturers, recyclers, or reusers. The selection of the manufacturer/recycler/ reuser is based on the least cost to the Government. Accepted transactions must be documented in writing and maintained in the DRMO source document file.  |
|                              | 3                  | Manufacturers/recyclers/reusers that agree to accept surplus DOD property for recycling must complete and sign the Statement of Intent or Terms and Conditions statement provided at Attachment 2c of this Operating Instruction.<br><br>Provide the manufacturer/recycler/reuser Statement of Intent and all other backup information to DRMS-BCP for a compliance check.  |
| DRMS-BCE                     | 4                  | Contact the appropriate Federal, state or local government agency to determine manufacturer compliance with applicable environmental laws and regulations. In addition, determine if a pre-award (pre-return) inspection is necessary. Property is to be released only to manufacturers/recyclers/reusers in good standing with DRMS and the regulatory community.  |
|                              | 5                  | The decision to return/abandon property to a specific manufacturer/ recycler/reuser is made by DRMS-BCP; RTM Program Manager, in cooperation with the DRMO. The manufacturer/recycler/reuser is given the opportunity to pick up the property from the DRMO and transport it.   |

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| <b><u>RESPONSIBILITY</u></b> | <b><u>STEP</u></b> | <b><u>ACTION</u></b>   |
|------------------------------|--------------------|--|
| DRMO                         | 6                  | <p>If approved:</p> <p>PACKAGING/CRATING/HANDLING -- The DRMO must comply with Section 1, Chapter 2. Transportation guidance and 49 CFR for release of hazardous property. Any packaging, crating and handling is performed by the host installation through the existing Interagency Support Agreement or Memorandum of Understanding.</p>  |
|                              | 7                  | <p>TRANSPORTATION -- If the manufacturer declines to transport the property (because of the low economic value of the item) the generating activity pays the transportation cost, if it is in the best interest of the Government. The DRMOs should assist the generators to work the Transportation Management Office (TMO) on base to arrange for transportation. The DD Form 1348-1A series documents will be used in conjunction with the Government Bill of Lading (GBL) to ship the property. Hazardous waste must be shipped via the hazardous waste ManiFest form. Indicate on the DD Form 1348-1A series documents the manufacturer/recycler/reuser to which the property is scheduled to be returned/abandoned. The generating activity is allowed to transport or arrange for transportation of the material to the manufacturer.</p> |
|                              | 8                  | <p>POLICIES FOR A &amp; D -- Follow the abandonment or destruction policies, as provided in DOD 4160.21-M, Chapter 8, for the return/abandonment of hazardous materials to the manufacturer. Although this chapter, as written prescribes general policies for the disposition of non-hazardous surplus property, it does not preclude the application of the policy to hazardous property. As prescribed in this policy, no public notification will be required for hazardous material with no commercial value and/or based on environmental considerations. A certification statement, in Chapter 8 t be provided by a witnessing official who is not directly accountable for the property.</p>   |
|                              | 9                  | <p>CERTIFICATION - Must be signed by the DRMO Chief, Abandonment Officer and the witnessing party. The certification statement must be attached to the DD Form 1348-1 series document or stamped on the reverse side of the sales placard.</p>   |
|                              | 10                 | <p>REMOVAL FROM ACCOUNTABLE RECORDS -- To remove returned/abandoned property from the DRMO accountable records the Abandonment or Destruction procedures are provided in Section 2, Chapter 2.</p>   |

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| <b><u>RESPONSIBILITY</u></b> | <b><u>STEP</u></b> | <b><u>ACTION</u></b>  |
|------------------------------|--------------------|---|
|                              | 11                 | REPORTING -- Report the date each item was shipped or picked up and any changes in costs to HQ DRMS-BCP, RTM Program Manager, fax number (DSN) 661-5766.  |
|                              | 12                 | RECORDKEEPING -- All records shall be maintained in accordance with the requirements for hazardous waste disposal contracts as provided in Section 2, Chapter 8, (40 CFR 262 Subpart D, 264,265 Subpart E). |

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## C8. ENVIRONMENTAL Program

### Enclosure 4 - Operating Instruction

#### Attachment 2 - Return To Manufacturer/Recycler/Reuser - Non-Salable Material

The property described herein has survived all RTD and sales actions or has been determined as not saleable (based on historical trends). The further retention, advertisement for sales, or disposal processing, is neither practical nor economical pursuant to data provided herein. Therefore, in keeping with actions to reduce disposal costs to the Federal Government and promote beneficial reuse of the material, the undersigned recommends that the described property be processed for abandonment under this program.

**DRMO CHIEF:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Name and telephone number of DRMO Point of Contact:

\_\_\_\_\_

**NOTE:** Fill out the information below as complete as possible. Attach a copy of the MSDS, if one is available. It is not necessary to duplicate information provided on the MSDS. Please just state "see MSDS." (MSDS must match manufacturer listed on containers.)

#### A. PROPERTY INFORMATION

|                      |                    |
|----------------------|--------------------|
| <b>Item Name:</b>    | <b>NSN:</b>        |
| <b>Manufacturer:</b> | <b>MSDS #:</b>     |
|                      | <b>Quantity:</b>   |
| <b>DTID Number:</b>  | <b>Containers:</b> |

#### B. MANUFACTURER/RECYCLER/REUSER INFORMATION

|  |                            |
|--|----------------------------|
| <b>Name:</b>                                   | <b>Address:</b>            |
| <b>Point of Contact:</b>                       | <b>Phone:</b>              |
|  | <b>Fax:</b>                |
| <b>EPA ID Number:</b>                          | <b>Nature of Business:</b> |
| <b>License/Permit Numbers</b><br><b>State:</b> |                            |
| <b>Local:</b>                                  |                            |

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**C. COST ANALYSIS/COST AVOIDANCE DATA**

|                                  |                        |                    |
|----------------------------------|------------------------|--------------------|
| <b>Disposal HIN:</b>             | <b>Cost Per Pound:</b> | <b>Total Cost:</b> |
| <b>Shipping Weight:</b>          | <b>Cost Per Pound:</b> | <b>Total Cost:</b> |
| <b>Estimated Cost Avoidance:</b> |                        |                    |

**D. (OPTIONAL) ANY KNOWN LOCAL RECYCLERS**

|  |                            |
|--|----------------------------|
| <b>Name:</b>                                   | <b>Address:</b>            |
| <b>Point of Contact:</b>                       | <b>Phone:</b>              |
|  | <b>Fax:</b>                |
| <b>EPA ID Number:</b>                          | <b>Nature of Business:</b> |
| <b>License/Permit Numbers</b><br><b>State:</b> |                            |
| <b>Local:</b>                                  |                            |

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## C8. ENVIRONMENTAL Program

### Enclosure 4 - Operating Instruction Attachment 3 - Return To Manufacturer/Recycler/Reuser - Statement Of Intent - Terms And Conditions

#### SECTION 1 -- Manufacturer/Recycler/Reuser

|   |   |
|---|---|
| <b>Name:</b>  | <b>Address:</b>                             |
| <b>Other Names (if applicable):</b>                           |   |
| <b>Point of Contact:</b>                                      | <b>Phone:</b>                               |
|   | <b>Fax:</b>                                 |
| <b>EPA ID Number:</b>   | <b>Nature of Business:</b>                  |
| <b>License/Permit Numbers</b><br><b>State:</b>                |   |
| <b>Local:</b>   |   |
| <b>Regulatory Point of Contact</b><br><b>Name and Agency:</b> | <b>Local Fire Authority</b><br><b>Name:</b> |
| <b>Telephone Number:</b>                                      | <b>Telephone number:</b>                    |

#### SECTION 2 -- Transportation and Destination

|  |   |
|--|---|
| <b>Transporter</b>   | <b>Destination of Property</b>  |
| <b>Name:</b>   | <b>Name:</b>  |
| <b>Address:</b>  | <b>Address:</b>   |
|  | <b>Phone/Fax:</b>   |
| <b>Transporter License/Permit Identification</b><br><b>Number</b><br><b>Federal:</b> | <b>EPA ID Number:</b>   |
| <b>State:</b>  | <b>Facility License/Permit Identification</b><br><b>Number</b><br><b>Federal:</b> |
| <b>Local:</b>  | <b>State:</b>   |
|  | <b>Local:</b>   |
|  | <b>Destination Facility is Licensed/Permitted</b><br><b>for:</b>                  |

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### SECTION 3 -- Intended Use of Property

As manufacturer/recycler/reuser, I will:

|                              |
|------------------------------|
| a. Re-refine/reprocess item: |
| b. Use item for:             |
| c. Scrap item:               |
| d. Other (specify):          |

### SECTION 4 -- Acknowledgements

- a. Acknowledge use of property is subject to applicable Federal, state, and local laws, ordinances and regulations with respect to the environment, transportation, handling, processing or use of material received under this statement.
- b. Acknowledge that no false statements have been made or any information concealed regarding the business, disposition of property, or compliance history.

### SECTION 5 -- Certification

I certify that all of the information given in this statement is true and correct, and that I have not knowingly omitted any additional information with this statement. I understand that this certification is included in this **Statement of Intent** as a requirement for receiving property from the U. S. Government.

I certify that I have read and understand that the attached terms and conditions are incorporated as part of the return/abandonment of U. S. Government property, to the manufacturer/recycler/reuser cited in Section 1 of this statement.

|   |   |
|---|---|
| _____<br>(Date Signed)  | _____<br>(Signature of Manufacturer/Recycler/Reuser Representative) |
| _____<br>(Printed or Typed Name of Manufacturer/Recycler/Reuser Representative) |   |
| _____<br>(Date Signed)  | _____<br>(Signature of Government Representative)                   |
| _____<br>(Printed or Typed Name of Government Representative)                   |   |

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## **Statement Of Intent - Terms And Conditions (Continued)**

- 1. ENVIRONMENTAL COMPLIANCE.** All manufacturers are advised that they must comply with all applicable Federal, state, and local laws for hazardous property acquired from DRMS. Actions taken by the manufacturer/ recycler/reuser with regard to the material may cause a hazardous waste to come into existence. The manufacturer/recycler/reuser is cautioned that he/she is solely responsible to ascertain the extent to which these regulations affect the environment and to comply therewith.
- 2. LIABILITY.** The Government cautions that the subject property, material, or substance, or one or more components, parts, constituents or ingredients thereof may be corrosive, reactive, ignitable, or exhibit other hazardous or toxic properties. The Government assumes no liability for any damage to the property of the manufacturer/recycler/reuser, to the property of any other person, or to public property, or for any personal injury, illness, disability or death to the manufacturer/recycler/reuser, employees, or any other person subject to the manufacturers/recyclers/reusers control, or to any other person including members of the general public, or for any other consequential damages arising from or incident to the receipt use, processing, disposition, or any subsequent operation performed upon exposure to or contact with any components, part, constituent or ingredient of this item, material, or substance.
- 3. HOLD HARMLESS.** The manufacturer/recycler/reuser agrees to hold harmless and indemnify the Government for costs, liability, or other request for monies or any other type of relief relating to the manufacturers/recyclers/reusers handling, use, or disposal of the property.
- 4. TRANSPORTING HAZARDOUS MATERIALS.** The transport of hazardous materials is governed by the Department of Transportation (DOT) Hazardous Materials Regulations (Title 49, Code of Federal Regulations, parts 170-189). For property shipped by the manufacturer/recycler/reuser, the manufacturer/recycler/reuser is responsible for complying with all laws relating to the transportation and labeling of such hazardous materials and that property(ies) is/are in a condition safe to transport based on the manufacturers/recyclers/reusers own examination of the material.
- 5. CONTAINER.** If it is necessary to repackage the property, suitable space and facilities will be made available. If the manufacturer/recycler/reuser obtains a one-time permit from the DOT and/or the regulatory transportation office of a foreign country exempting this repackaging requirement, a copy of such permit must be submitted to the appropriate DRMO prior to transporting the property.
- 6. DISPOSITION AND USE OF HAZARDOUS PROPERTY.** The manufacturer/recycler/reuser represents, warrants, and certifies to the U.S. Government that it will use and ultimately dispose of any hazardous property resulting from the use of the property in accordance with applicable Federal, state, or local laws.

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7. **INSURANCE.** The manufacturer/recycler/reuser shall, at no expense to the Government and prior to contract performance, furnish the DRMO with the following certificates of insurance, effective throughout the transaction of the agreement or any extensions thereof.
  - a. **Standard Workman's Compensation and Employee's Liability Insurance** as may be proper under applicable State or Federal statutes. The manufacturer/recycler/reuser may however, be self-insured against the risk of the subparagraph if it has obtained prior approval of the DRMO official. This approval will be given upon receipt of satisfactory evidence that the manufacturer/recycler/reuser has qualified as a self-insurer under the applicable provisions of law.
  - b. **Bodily Injury Insurance** in an amount of not less than \$50,000 for any one person and \$250,000 for any one accident or occurrence.
  - c. **Property Damage Liability Insurance** in the amount of \$25,000 (which shall include any and all property whether or not in the care, custody, or control of the purchaser).
8. **CONDITION OF PROPERTY.** Unless otherwise provided in the item description, all property is offered "as is" and "where is". Unless otherwise provided in this Statement of Intent, the Government makes no warranty, express or implied, as to quantity, kind, character, quality, weight, size, or description of any of the property or its fitness for any use or purpose.
9. **TITLE.** Unless otherwise provided in the Government documents, title to the property offered hereunder shall vest in the manufacturer/recycler/reuser as and when removal is effected by the manufacturer/recycler/reuser or shipment is received by the manufacturer/recycler/reuser as arranged by the Government.

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## C8. ENVIRONMENTAL Program

### Enclosure 5 - Sample Letter to the Generator

DRMS-BCP

MEMORANDUM FOR: SEE DISTRIBUTION LIST

SUBJECT: Renewal of Hazardous Property Disposal Contract

*(Name of Contractor), currently provides hazardous material (HM) and hazardous waste (HW) management, recycling and disposal services for your activity under contract (contract number), which expires in (expiration date). Accordingly, the process of formulating requirements for your next contract has begun.*

The types of services, which we offer through our contracts has expanded significantly since we last requested your requirements. The DRMS Menu of Services (MoS) continues to expand. For example, we now provide numerous management and recycling services, such as hazardous waste facility operation, spill response and closed loop solvent recycling. A sample Menu of Services is attached.

Well-defined requirements produce successful contracts. Consequently, we request that you complete the entire DRMS MoS as definitively as possible. For example, when listing the three predominant wastestreams under a disposal CLIN, identify the percentage of the CLIN's total volume that the wastestreams represent. My staff and the DRMO stand ready to assist your activity. Enclosed you will find a spreadsheet showing your historical generations for the period of \_\_\_\_\_.

My office, the DRMO and the DRMS Hazardous Contracting Division will be conducting a pre-requirements meeting in your area in approximately 3 to 4 weeks. The DRMO will be notifying your activity of the exact location and time of the meeting. We ask that your representative attending the meeting have a draft of your activity's requirements developed. The meeting will consist of the DRMS representatives discussing the acquisition process; advising of new services available; reviewing the MoS and assisting activity representatives with final requirements formulation. At the conclusion of the meeting, we will request that your activity forward your final requirements within 2-3 weeks.

The following points of contact are available for your assistance:

DRMO \_\_\_\_\_: (Environ. Protection Spec.)  
(COM)  
(DSN)  
E-mail:

DRMS-BCP: (HW Requirements Specialist)

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(COM)  
(DSN)  
(FAX)  
E-mail:

DRMS-PH:

(Contracting Specialist)  
(COM)  
(DSN)  
E-mail:

DRMS strives to be DOD's provider of choice for worldwide reuse, recycling and disposal solutions. The DRMS team providing HM/HW management, recycling and disposal services thanks you for the opportunity to be your provider of choice.

(Name of Chief)  
Chief, Hazardous Disposal Office  
Environmental Services

Attachment

cc:  
DRMO (w/o Att)  
DRMS-P (w/o Att)

DISTRIBUTION LIST:

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## **C8. ENVIRONMENTAL Program**

### **Enclosure 6 - Procedures for Processing Orders For Special Service Contract Line Item Numbers (CLINs) on Hazardous Waste Contracts**

#### **A. INTRODUCTION**

1. DRMOs and DOD generating activities may require special services in connection with the normal hazardous waste disposal program.
2. **DRMS hazardous waste service contracts include special services CLINS 6600-6699 to accommodate these special requirements.**

#### **B. PROCESSING SPECIAL SERVICES REQUESTS**

1. Generating activities/DRMOs must prepare a DD Form 1348-1A or automated format to request special services. In addition to the standard entries, the turn in document must also contain the following:
  - a. FSC (Use 9999 for all special service requests);
  - b. Unit-measure requested (as specified under the CLIN listed on the contract - EA, HR, etc.);
  - c. Quantity requested (Total number of units required);
  - d. MILSBILLS Fund Code (DRMOs must use XP when performing DRMS initiated testing);
  - e. MILSBILLS DODAAC (Leave blank when testing for the DRMO);
  - f. CLIN Unit Price;
  - g. Total cost of services requested;
  - h. Noun of service requested and appropriate CLIN (for DRMO requests for testing only: DRMOs must begin their noun description with either **"VERIFY"** if testing is being ordered for waste verification or **"UNKNOWN"** if testing is being ordered to identify unknown waste.) Place this information in block 27, "Additional Data";
  - i. Other information as deemed necessary to explain the roll-off, location of bulk containers, waste to be analyzed, specific test method, if required, etc.

DRMO will check to ensure all necessary information has been correctly annotated on the DTID.

Special services, e.g., chemical analysis, roll-offs, etc., are not considered DOD property. Consequently, these types of entries are not an authorized input into the DAISY property

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accounting system and will only be processed into BOSS. These BOSS transactions will still interface with the DAISY system and, where no records exist, this interface will generate a reject. The reject, “**DTID not found,**” will display the DTID number and FSC only. To eliminate extensive research time, the DRMO will use “**9999**” in the FSC field, as mentioned above. This action allows for easy identification of the reject and associates it to the special service input. These rejects can be ignored by the DRMO.

3. DRMO will process the DTID into BOSS in accordance with (DRMO Functional Operators Manual Base Operations Support System (BOSS), Jan 94) with the following exceptions: **See paragraph 7 below for alternate procedures.**

- a. When using HD funds, the DRMO must submit a request for funding by e-mail to [HW Funds](#) prior to commitment.
- b. DTID: Use an “**S**” in the first position of the serial number for DRMO-prepared DTIDs (see example below);

\_\_\_\_\_SC4400\_\_\_\_\_5\_\_\_\_\_341\_\_\_\_\_S001\_\_\_\_\_

(DRMO DODAAC) (JULIAN DATE) ( \* SERIAL NUMBER)

(CY) (DAY OF INPUT)

- c. FSC (Use 9999 for all special service requests);
  - d. DRMS TYPE: DRMOs using HD funds should always use a “**T**” in the type code. An “**R**” should be used for other generators;
  - e. ORGAN: Enter organization as outlined in reference 4 with the addition of “**HR**” for the rest of DLA as needed;
  - f. MILSBILLS FUND CODE: See B1d above;
  - g. MILSBILLS DODAAC: See B1e above;
  - h. Noun description (Description of service being requested). Guidance provided in B1h also applies here. In addition, any special requirements for the contractor should be included here; such as location for the roll-off or identification of specific EPA test methods as outlined in the RCRA part B permit to the contractor on the delivery order. Example: the permit states only EPA test method 1010 can be used to determine ignitability.
5. The DTID used to generate the special service request will be held in a suspense file until these services have been performed to the satisfaction of the requesting agency and in accordance with the contract.
  6. Once the special services are completed, the DRMO will close out each associated BOSS file by completing the pickup ManiFest file (PMF). The following entries must be made on this screen:

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- a. BOSS document number;
  - b. Generator EPA ID Number (if no generator EPA ID Number, use generator DODAAC followed with “**SPCSVC**”);
  - c. ManiFest Number (Number sequentially starting with 00001);
  - d. Designated TSDF EPA ID number (Use SSH = Special Service Hazardous Identification Number (HIN), followed by nine zeroes; for a total of twelve digits);
  - e. Container type (always use - NA);
  - f. Number of containers (always use 999);
  - g. Unit of Measure (i.e., LB, EA, etc.);
  - h. Quantity (Total Quantity Requested).
7. **Alternate PMF method:** To reduce keystrokes, an alternate method of entering PMF data is available, but not recommended for multiple performances under one document; e.g. milk runs.
- a. When doing HXH input, identify “DRMS Type” as a “S” versus “R” (unless HD funds - then use “T”).
  - b. When a Special Service item is pulled up for PMF data entry, all information except “Picked up Quantity” will be prefilled with the required data, in a slightly different format. DO NOT attempt to change prefilled items. The only input required will be the “Picked up Qty” and “Save” the record.
8. Points of contact.
- a. CONUS -- DRMS-BCE
  - b. DRMS-O

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## C8. ENVIRONMENTAL Program

### Enclosure 7 - Quarterly Disposal Report

**NOTE: DRMOs should use DRMO letterhead with this format**

DRMO \_\_\_\_\_

Date

MEMORANDUM FOR **Generating Activity Name**  
**ATTN: Environmental POC**  
**Generating Activity Address**

SUBJECT: Quarterly Disposal Report

DRMO \_\_\_\_\_ is providing a list of hazardous materials, generated by your activity that were successfully reutilized, transferred, donated or sold during the month of \_\_\_\_\_ (Attachment 1). The list is provided by Disposal Turn-in Document (DTID) numbers for your ease in identifying the property. This information is being provided on a quarterly basis to aid you in your hazardous waste minimization program. It also serves as our notification to you that any funding provided at turn-in for these DTIDs may now be deobligated.

Following is a list of Action Accounting Codes (AACs) to determine the method of disposition:

- a. U/U = Reutilization of HP to another DOD Activity.
- b. 7/7 = Transfer of HP to an Other Federal Agency.
- c. 7/Z = Transfer of HP to an Other Federal Agency with a DOD Agreement.
- d. V/I = Donated to a State Agency.
- e. V/J = Donated to a Public Airport.
- f. V/K = Donated to a Service Education Activity.
- g. Previous Record Status Code of C or K with a Record Status Code of Z = HP

Sold.

DRMS is here to serve you and appreciates your business. Please contact the DRMO's Environmental Protection Specialist, \_\_\_\_\_ at \_\_\_\_\_ for all inquiries regarding hazardous property.

Chief  
DRMO \_\_\_\_\_

Attachment

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## **C8. ENVIRONMENTAL Program**

### **Enclosure 8 - Sample MOA**

#### **Memorandum of Agreement Between The Defense Reutilization and Marketing Office**

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**And The**

---

**(Generating Activity)**

1. This Memorandum of Agreement (MOA) made on this \_\_\_\_ day of \_\_\_\_\_, 200\_, between the above named DOD agencies is to provide for the establishment of a cooperation agreement for funding of hazardous material disposal.
2. Authority for MOA: Authority to execute this agreement on behalf of the DRMS and the above named command/activity/agency is vested in the respective Commanders of both activities, and their designated representatives, pursuant to authority contained in DOD Instruction 4000.19, August 9, 1995, Interservice and Intragovernmental Support.
3. Authority for funding: Authority for DOD generators to provide funding for HP disposal is in DOD 4160.21-M, Chapter 10, paragraph B.1.k.
4. Definitions:
  - a. Funded DTID means a Disposal Turn-in Document (DD Form 1348-1A) or electronic turn-in data) with:
    - (1) Valid Signal Code B in record position (cc 51)
    - (2) Valid MILSBILLS Fund Code in cc 52-53
    - (3) Valid Billing DODAAC in Block 27
    - (4) Appropriate CLIN from Disposal Contract in Block 27
    - (5) Total Cost of Disposal in Block 27
  - b. Funding of Hazardous Material Disposal means charges for hazardous material accepted by the Defense Reutilization and Marketing Service (DRMS) shall be equal to the disposal costs specified in the applicable agreement, (e.g., disposal service contract) with the commercial contractor performing the disposal effort. However, as an exception to previous guidance, turn-in activities shall not be charged for those items for which disposal costs are not normally incurred.
  - c. RTDS means any line item issued to DOD, Federal Agencies, Donees, or Sold to the public.
4. Purpose: The purpose of this MOA is to establish policies, principles, and procedures under which the DRMO and the generating activity will cooperate in implementing the funding procedures for the disposal of hazardous property.
5. General Provisions: The parties to this MOA agree to the following:

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a. The DRMO will:

- (1) Provide the generating activity a copy of all DTIDs or a list of DTIDs that have survived RTDS, to serve as notification of the requirement to convert the original source document to a funded DTID.
- (2) Share information on any new policies or procedures concerning funding of hazardous material.
- (3) Respond to any funding issue or questions asked by the generating activity. DRMO point of contact is \_\_\_\_\_ or \_\_\_\_\_

b. The generating activity will:

- (1) Upon receipt of the notification DTID, respond in person within five (5) working days to convert the original source document to a funded DTID.
- (2) Share information on any new policies or procedures concerning funding of hazardous material.
- (3) Respond to any funding issues or questions asked by the DRMO. Turn-in activity point of contact is \_\_\_\_\_ or \_\_\_\_\_.

6. Review, Revision, Modification, or Cancellation:

a. This MOA shall be reviewed annually by each party to evaluate its effectiveness and determine what changes are needed, if any.

b. This agreement is subject to modification or cancellation as required in accordance with the following:

- (1) Request for modification will be forwarded by one party to the other by written notice at least thirty (30) days prior to the effective date of each modification.
- (2) Notification of the intention of either party to cancel the Agreement prior to the period shown in this MOA will be by written notice to the other party at least sixty (60) days in advance of the proposed date of cancellation.

c. This agreement will be reviewed annually sixty (60) days prior to the end of the fiscal year for any changes or modifications.

7. Effective Date and Termination Date: This MOA is effective as of the date of the last signature below and will remain in effect until amended by mutual written agreement or until terminated, except that the termination date will be no later than three (3) years from the effective date of the agreement.

\_\_\_\_\_  
(DRMO Chief Signature)

\_\_\_\_\_  
(Activity Cmdr/Authorized Representative)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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## C8. ENVIRONMENTAL Program

### Enclosure 9 - Tracking Invoices

| <b><u>RESPONSIBILITY</u></b>    | <b><u>STEP</u></b> | <b><u>ACTION</u></b>  |
|---------------------------------|--------------------|---|
| Environmental Technician        | 1                  | Notify the Environmental Branch Supervisor of major tracking deficiencies.  |
| Environmental Branch Supervisor | 2                  | Review the deficiencies and coordinate with the Contracting Officer, Environmental Division Supervisor or Environmental Program Manager and legal counsel to determine if deficiencies are a reportable violation.  |
| DRMS-O                          | 3                  | For reportable violations regulatory agencies will be contacted telephonically and followed up in writing. A log and file of these notifications will be established using DRMS Form 2004, see Enclosure 1. A formal report with recommendations will be forwarded to the DRMS-O Commander. The Commander will release reports of suspected violations to regulators. |

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## C8. ENVIRONMENTAL Program

### Enclosure 10 - Environmental Certification

#### A. GENERAL

These procedures apply to Environmental Technicians (ManiFest trackers) who analyze the audit trail submitted by the contractor to verify selected data as evidence of services performed in preparation to the authorization for payment (Phase I as defined below). Trackers also review completion of the audit trail as required by the DOD "cradle to grave" policy (Phase II as defined below) to determine compliance with environmental requirements and with related terms and conditions of the contract. A tracker requires access to BOSS (Base Operations Support System) Inquiry and Tracking Subsystems and especially the MPA (ManiFest Payment Authorization record), Discoverer system to access reports supporting BOSS, and Microsoft Access for the Tracking Log. Data Entry clerks are presently contracted to assist trackers with BOSS entries. BOSS entry instructions also apply to trackers working without clerk assistance. Clerks require access to BOSS Tracking Subsystem especially PMF, IMF, DMF, and FMR (Fix ManiFest Record) records and all inquiry screens, but not approval for MPA records. Additional instructions within this instruction apply to review of Phase II data entered by Hazardous disposal contractors with BOSS access. Overseas: Refer to the DRMSI ManiFest Tracking Operating Instruction which are still pertinent, even though DRMSI has disbanded.

#### B. PROCEDURES

1. **Logging:** A designated person ("logger") in the Tracking area logs submissions received from hazardous disposal contractors and subsequent actions to identify status within DRMS-PH:

a. The disposal contractor submits documentation for tracking of hazardous waste disposal to the Tracking area by regular DRMS mail distribution or by special delivery. These submissions are known as "packets". Each packet is required to include appropriate identification on a DRMS Form 1683-1 at the top, which may be used to log the submission.

b. A logger is required to enter information in the Tracking Log (in Microsoft Access) to include contractor identification, abbreviated contract number, delivery order number, identification as Phase I or II, number of Delivery Order items submitted on 1683, date received, and assigned tracker. All of this required information is found on the 1683. The number of items submitted must be counted manually from the 1683. The Tracking Log assigns a packet number for each entry. When a "batch" is completed (daily or as determined by the logger), the logger requests a print of DRMS Forms 1878, which serve as cover sheets to document actions on each packet. The logger matches the 1878 to related packet and distributes to the assigned tracker.

c. Note that if the Phase I and Phase II packets are received together, they must be processed separately and have two separate packet numbers and 1878 cover sheets. The Phase II packet number must be written underneath the Phase I packet number on the 1878 for the Phase I process. The Phase I packet number must be written underneath the Phase II number on the 1878 for the Phase II process. (This cross - reference makes combining the two submissions at the end of the process much easier.)

d. Upon completion of the tracking process below, whether accepted or rejected, the tracker (or logger for Phase II) closes the packet out of the Access log by entering the date forwarded to DRMS-PH (Hazardous Contracting), the number of items accepted (usually all or none based on instructions from the Contracting Officer - CO), and the approving tracker's initials (data entry initials for Phase II). This log entry also is used by Access to produce the tracker production report.

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2. **Phase I Tracking:** For Phase I, Tracking authorizes release of the authorization for payment (BOSS report 591 or 626) to the CO based upon acceptance of documentation of receipt of all waste streams at the first Treatment Storage and Disposal Facility (TSDF). Tracker obtains packets containing the documentation submitted by hazardous disposal contractors per para B1b and takes action as follows:

a. Review Phase I packet for discrepancies:

(1) Phase I submission requires a completed DRMS Form 1683-1 for header information and columns 1 - 8 (except special services, 6XXX series CLINs, which require columns 1 - 3, 5, and 6 only) and a copy of each ManiFest identified in the Delivery Order to pick up waste from the generators with receipt at the first TSDF documented per contract clause G.11. Verify that this documentation is included in the packet. Each ManiFest referenced on the 1683 must be included in the packet and must be completed, especially in the area identifying receipt at the TSDF to include printed name, signature and date. Take care to note any annotated exceptions on the ManiFest(s).

(2) Review the information in BOSS using the MPA screen in the tracking subsystem. The MPA screen summarizes the delivery order and tracking information already recorded by DRMS to include pick up ManiFest number, Designated TSDF, TSDF receipt date, pick up quantity, and requested quantity. This screen also provides a total of all requested quantities for the delivery order, a total of all quantities reported as picked up, and a dollar value for the delivery order. (The receipt dollar value is unreliable at present.). Flagged items (red highlight) identify a potential discrepancy. A quantity discrepancy indicates that either pick up information is missing or that a modification to adjust the requested quantity is required. A highlighted field for "Waste" or "Hdl" indicates that the waste code or handling code on the PMF (Pick up Manifest) is not approved for the related TSDF. The PMF should be viewed for additional information to resolve any discrepancy. A state waste code is an example of a "discrepancy" which does not require correction. Missing pick up information may be identified by blank fields on the MPA screen and by quantity discrepancies.

(3) Compare the information on DRMS Form 1683-1 with the information in BOSS. Identify any discrepancies as indicated below.

(4) Each valid discrepancy is identified and explained below. When documenting a discrepancy on DRMS Form 1878 per (6) below, include this language and specific references to delivery order item numbers and other data as applicable.

a) "Incomplete submission" is defined as a 1683, which does not provide tracking for every item identified on the Delivery Order, which is listed on the MPA screen. (Item number missing from the MPA screen is a deleted item.). This is a discrepancy to the contractor, unless the Contracting Officer (CO) has authorized partial payments. If partial submission is authorized, process per CO instructions.

b) "Missing PMF" is defined as an item listed on the MPA screen for which "Designated TSDF", "Mafst No", "Type", "Quantity", and "Hli Pkup Qty" fields are blank or no PMF entry exists for the ManiFest number provided (see also "incorrect ManiFest number"). This is a discrepancy to the DRMO, unless the CO requires modification action.

c) "Quantity issue" is any discrepancy between the quantity (by ManiFest number for each item) between the 1683 and the entries on the MPA or with the total picked up quantity compared to the quantity requested. On some contracts, the CO has authorized partial payments. Other than these exceptions, quantity discrepancies will require resolution by the CO for correction of the PMF by the DRMO, correction of the tracking information submitted in the packet and / or modification of the delivery order by the CO. Reject to the CO for resolution as appropriate.

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d) "Incorrect ManiFest number" is any difference between the ManiFest number on the 1683 and on the related item on the MPA. (Note that discrepancy for "missing PMF" is reviewed above.) The ManiFest number must be verified with the ManiFest copies in the packet. A missing ManiFest is a discrepancy to the contractor. An incorrect ManiFest number will require resolution by the CO.

e) "Incorrect Designated TSDF" is any difference between the Designated TSDF on the MPA screen and the Designated TSDF on the ManiFest. (Be alert to identification of the incorrect ManiFest number described above or change to the TSDF by annotation on the ManiFest.) Based on ManiFest documentation submitted by the contractor, this is usually a discrepancy to the DRMO. Return to the CO for resolution.

f) "Listed TSDF unable to accept the waste" is defined as either a TSDF which is not approved by DRMS for contractor use (either not on the DRMS qualified list on our web site or, in some cases, approved for use on a particular contract), or a TSDF which is not approved by DRMS for a particular type of waste (may include waste code discrepancies noted on the MPA per 2b). If the particular type of waste does not validate to the BOSS TEW table, verify with the TSDF permit folder (and obtain approval for any BOSS corrections) before rejecting.

g) "PCB ManiFest discrepancy" is defined as a failure to provide the additional ManiFest documentation required by 40 CFR 761.207 for PCB waste. These requirements include stating the waste in kilograms rather than pounds, providing additional description of the waste, and identifying the out of service date for each waste stream. Note that the definition of PCB on the ManiFest (per 49 CFR, HMT) is not identical to the definition for the purpose of documentation per 40 CFR.

(5) If valid discrepancy (b), (c) or (d) is identified per (4) above, the CO may be e-mailed in an effort to resolve the problems before the Phase I packet is rejected. Make a copy of the e-mail and place with the packet annotating a suspense date. If the discrepancy is not resolved by the suspense date, include the copy of the e-mail with the copy of the 1878 in the discrepancy folder for the contract as instructed in (6) below. If valid discrepancy (d) is used, the contractor may be contacted to obtain the correct ManiFest number by fax before the packet is rejected. Document the suspense information similar to above. If the discrepancy is not resolved by the suspense date, include a copy of the documentation with the copy of the 1878 in the discrepancy folder for the contract as instructed in (6) below.

(6) If any discrepancy is noted above and unresolved, record the information in block 5 (or a referenced attachment) of the DRMS Form 1878. After all discrepancies have been annotated, make a copy of the 1878 and any attachment to be kept in the contract discrepancy file in the tracking area.

(7) If the Phase I packet is rejected and the Phase II packet was submitted at the same time, reject the Phase II packet also. On the 1878 in the comments box to the CO write, "Phase I packet rejected. Resubmit Phase II with corrected Phase I packet".

(8) Log the rejected packet(s) in the Tracking Log (Access) noted in paragraph B1d. Enter the same information on DRMS Form 1878.

(9) Place the logged out and rejected packet(s) on the mail table for Hazardous Contracting.

b. If no discrepancies are found following the procedures in a above, review the payment authorization (591) information for the delivery order as follows:

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(1) Enter a Discoverer inquiry in the report titled "S9D3804 591 Summary 19Dec02" using the PIIN for the current packet. Note that this report has two sheets, one for payment authorizations already approved and one for payment authorizations pending approval.

(2) Compare the total of the two payment authorization sheets with the total amount obligated at the beginning of the MPA screen in BOSS as described in paragraph. B2a(2). If the two totals are equal, the delivery order tracking is complete for Phase I. Use the computer mouse to move the cursor in the MPA screen to the "Appr PIIN" button and click. Proceed to (5) to complete the tracking process.

(3) If the totals in (2) above do not equal, but the CO has authorized partial payments for this delivery order, check the Discoverer "payment authorization pending approval" report line by line with the tracking information submitted in the packet. If the payment authorizations agree with the audit trails submitted by the contractor, use the computer mouse to move the cursor in the MPA screen to the "Appr PIIN" button and click. Proceed to (5) to complete the tracking process. If payment authorizations are missing, go to paragraph. B2c for required actions.

(4) If in (3) above, all of the lines with tracking information have corresponding authorization lines pending approval, but additional authorizations pending approval exist, each authorization line for the current submission must be approved individually. For individual authorization approvals, go to the first line of the MPA screen and enter the BOSS document number for a line to be approved. Click on the "Find document number" button to index to the requested number. (For the last number of a PIIN, the index feature does not work. Use the slide bar on the left side of the screen to go to that number.) Click on the required document number in the second column of the table to go to the 591 screen. Double click on the block at the left of the 591 screen to approve an appropriate authorization. If erroneous or excessive processing has caused extraneous entries as determined by the review process above, these authorizations may be deleted by double clicking on the delete block at the far right of an authorization line and accepting the cautionary messages. (NOTE: Use extreme caution in deleting authorizations. Additional authorizations may be for additional pickups or for modifications by the CO. These additional authorizations may be required to complete approval for this or future submissions. Deletion of excess authorizations should only be required when the authorizations exceed the obligated amount for that item. The obligated amount can be found by an HLI inquiry.) Click on the green door icon in the tool bar to return to the main MPA screen. Continue this individual approval process for each item submitted in the packet until each payment authorization for the packet is completed. Proceed to (5) to complete the tracking process.

(5) If all appropriate payment authorizations per (2), (3), or (4) have been approved, write "Pay Lines: (identify specific lines being certified)" in the lower left hand corner of block 5 of the 1878. Note again that authorization for partial payment of a delivery order is only made when approved by the CO.

(6) Log out the authorized packet(s) in the Tracking Log (Access) as noted in paragraph B1d. Enter the same information on DRMS Form 1878.

(7) Place completed Phase I packets on the incoming mail table for Hazardous Contracting. If the contractor submitted Phase I and II together, only the DRMS Form 1878 for Phase I is forwarded to Hazardous Contracting. Process the remaining documentation as Phase II with its separate cover sheet as instructed in paragraph 3 below.

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c. If no discrepancies are found in a. above and Hazardous Contracting identifies discrepancies in the payment authorizations as a result of b. above, identify the actions required to obtain the required payment authorizations.

(1) If no payment authorization is on the 591 screen of the MPA and the PMF ManiFest information agrees with the ManiFest information on the 1683 except for a missing date in BOSS for the TSDF Receipt Date, annotate the item on the 1878 for data entry of the TSDF Receipt Date in the PMF. Complete the review for the remaining items. When all items are reviewed for the DO, forward the packet to the data entry staff for completion of the annotated actions per (4) below.

(2) If no payment authorization is on the 591 screen of the MPA and the PMF ManiFest information agrees with the ManiFest information on the 1683 to include the TSDF Receipt Date, verify that the pick up did not occur prior to May 1999 (591 authorizations do not appear in BOSS). This may include the instance where a partial payment authorization is present from a partial DMF prior to 19 November 2001 (DMF rather than PMF wrote the 591 prior to that date). If pick up is more recent than May 1999, annotate the item on the 1878 for data entry of an FMR, which will correct the database and write a payment authorization. When all items are reviewed for the DO, forward the packet to the data entry staff for completion of the annotated actions per (4) below.

(3) If pick up did occur prior to May 1999, check the MPA screen for a DMF (Disposal Manifest record) and the HLI record for this document number for a "last disbursed" date. If previously disbursed for the obligated amount or the amount for the submitted ManiFest, reject the item as "previously submitted and disbursed" per paragraph 2a above. If a DMF is recorded in the MPA, check the DMF record for the approval date. If before May 1999, an authorization would have been issued under the previous version of BOSS. Annotate the 1878 as "previously submitted" and reject per 2a above. If the DMF is since May 1999, but prior to 19 Nov 2001, a 591 payment authorization should exist. The payment authorization may be written for less than the pick up quantity if only a partial DMF was recorded. In that instance, annotate for any required PMF TSDF Receipt Date or FMR. When all items are reviewed for the DO, forward the packet to the data entry staff for completion of the annotated actions per (4) below.

(4) The data entry staff will process BOSS actions for each record on each Phase I packet as indicated in (1), (2), or (3) above. Upon completion of these tasks, the packet is returned to the tracker for completion of the payment authorization on the MPA. The data entry staff will annotate any problems in completing these actions in block 6 of the 1878 for the respective packet and return to the tracker for review and correction. The tracker will then complete the review and authorization of payment authorizations in paragraph B2.

3. **Phase II Tracking:** For most contracts, Phase II tracking will be performed as described in paragraph B7 below. For some contracts, Phase II tracking consists of a completed DRMS 1683-1 with the required audit trail for "cradle to grave" tracking of all waste streams in a Delivery Order submitted by the hazardous disposal contractor and logged per paragraph B1. The Tracker performs "limited tracking" to review this audit trail, identifies discrepancies for resolution by the contractor, and forwards accepted audit trails to data entry personnel for entry in BOSS to complete DRMS records, as follows:

a. A **Contractor Accuracy List (CAL)** is maintained in the Tracking area noting the discrepancy rates of contractors for their Phase II submissions. "Red Flag" items are defined as those with a Contract Line Item Number (CLIN) identified in the appropriate contract for required recycling, all PCB items, or other items designated by management. The CAL indicates whether the Contractor is rated (1), (2), or (3) as identified below. This CAL is updated on a monthly basis. Contractor ratings are changed according to the discrepancy record for the last 2 months.

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(1) Contractors submitting a minimum of ten Phase II packets per month, with no discrepancies, over the previous 2 months are listed on the CAL as a "1". Current Red Flag discrepancies can result in an immediate change in the CAL.

(2) Contractors submitting a minimum of ten Phase II packets per month, with few discrepancies and no Red Flag discrepancies over the previous two months are listed as a "2". Current "Red Flag" discrepancies can result in an immediate change in the CAL.

(3) Contractors with many discrepancies or less than ten packets per month average over the previous two months are listed as a "3".

a) Limited Tracking is defined as follows:

(1) If a Phase II packet has been submitted for approval and the contractor is on CAL as a (1), review the 1683 for Red Flag items. If no Red Flag items are identified, the tracker approves the packet without further tracking. Every 20<sup>th</sup> packet is checked for Red Flag CLIN identification errors for that contractor.

(2) If a Phase II packet has been submitted for approval and the contractor is on CAL as a (2), review the 1683 for Red Flag items. If no Red Flag items are identified, the tracker approves the packet without further tracking. Every 10<sup>th</sup> packet is checked for Red Flag CLIN identification errors for that contractor.

(3) If a Phase II packet has been submitted for approval and the contractor is on CAL as a (3), review the 1683 for appropriate identification and disposal of each item.

b) If discrepancies are found per b above, process as follows:

(1) Identify the discrepant lines on the 1683 with the initials "NP".

(2) Record each discrepancy in block 5 of the 1878 with specific reference to each item and a detailed description of the discrepancy.

(3) Report Red Flag discrepancies to the Compliance Manager for immediate review.

c) Process the Phase II packet as follows:

(1) Approve any lines that do not have discrepancies per the "limited tracking guidance" by stating "Approved lines: (Identify specific lines being approved.)." in the lower left hand corner of block 5 on the 1878. Add "CAL" and rating used for review. Enter initials and date in the "Tracked by" area.

(2) Annotate the Tracking Log with the "tracked by" initials and date and the number of lines approved only (do not indicate data entry or date forwarded to DRMS-PH).

(3) Copy 1878 when any discrepancy has been identified to be kept in the contractor discrepancy file.

(4) If any lines have been approved, forward the Phase II packet to the data entry staff for BOSS entry of the remainder of the audit trail for approved lines.

(5) If all lines have discrepancies, annotate block 5 of the 1878 for the discrepancies as instructed above. Indicate "0" lines for approval. Indicate current date in "Date forwarded

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to DRMS-PH" with initials. Annotate the Tracking Log with the "tracked by" initials and date with the number of lines as "0". Place these Phase II packets on the mail table for DRMS-PH to be sent to the CO for resolution.

b. **Phase I Data Entry:** For Phase I packets submitted to Data Entry from Trackers and identified by entries on DRMS Form 1878, data entry clerks update BOSS records per written instructions from the Trackers. The clerk will sign into BOSS using the individual's assigned User ID and protected password using Internet Explorer and the current URL for the production BOSS system. Proceed as follows:

c. When instructed to "enter PMF date" (per B2c(1) or (3) above) on DRMS Form 1878:

(1) Select the Tracking subsystem from the list of subsystems at the main menu. Click on the Tracking icon on the toolbar to obtain the drop down menu. Select PMF as the screen for data entry.

(2) Enter the BOSS document number in the first field of the PMF screen from column 2 of the indicated line on the DRMS Form 1683-1. Use the drop down arrow to access the available ManiFest number choices. Click on the ManiFest number indicated in Column 4 on the 1683 entry. (If only one choice, the system fills the next two fields on the screen with the appropriate entries.) Enter Function 8 to call up the required record.

(3) Move the cursor to the TSDF Receipt Date field. Type in the date provided in Column 6 of the 1683. (Date is required to be in the format DDMMYYYY.)

(4) Enter Function 10 or click on the "blue disk" icon to save the change.

(5) Enter the next BOSS document number as instructed on the 1878 and continue at (2) above. When instructed PMF changes are completed, click on "green door" icon to return to the BOSS main menu and proceed to b (if applicable) or c.

(6) Identify any discrepancy with the above process by entry in block 6 of DRMS Form 1878. Complete additional instructions as listed below or proceed to c to complete the packet.

d. When instructed to "enter FMR" (per B2c(2) or (3) above) on DRMS Form 1878:

(1) Select the Tracking subsystem from the list of subsystems at the main menu. Click on the Tracking icon on the toolbar to obtain the drop down menu. Select FMR as the screen for data entry.

(2) Enter the BOSS document number in the labeled field on the FMR screen from column 2 of the indicated line on the DRMS Form 1683-1. Enter Function 8 to call up program data on the requested record. If the resulting query produces only three lines of text, no changes are programmed. Identify no change as a discrepancy in block 6 of DRMS Form 1878. If query yields more than three lines, enter Function 10 or click on blue disk icon to accept programmed changes and continue accepting changes (by F10 or blue disk entry) until the screen yields only three lines (normally two saves are required).

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(3) When changes for a BOSS document number are complete per (2) above, clear screen by entering Function 7.

(4) Continue making instructed changes by entering the next indicated BOSS document number per (2) above. When instructed FMR changes are completed, click on "green door" icon to return to BOSS main menu and proceed to c.

e. When instructed changes per a or b above are completed or annotated for problems, return to tracker identified on DRMS Form 1878 for completion of Phase I processing as indicated in paragraph B2c(4).

c. **Phase II Data Entry:** For Phase II packets submitted to Data Entry from Trackers and identified by entries on DRMS Form 1878, data entry clerks update BOSS records per the written approval on the 1878 by a Tracker. The clerk will sign into BOSS using the individual's assigned User ID and protected password using Internet Explorer and the current URL for the production BOSS system. (Note that these same procedures are provided separately as instructions for hazardous disposal contractor entry of Phase II data with a different narrative to assist users with a different perspective to understand DRMS requirements.) Proceed as follows:

a. Enter IMF (Interim ManiFest) records to record movement of waste between TSDFs:

(1) On DRMS Form 1683-1 any BOSS document numbers with two lines or more of information in the Phase II area (columns 9 - 14) for a single line in the Phase I area (specifically two or more TSDF numbers in column 10 or one or more five digit ManiFest numbers in column 9, which are different than the ManiFest number in column 4) require an IMF record for each additional ManiFest number. (If no records are so indicated, proceed to b. for entry of DMF records.)

(2) Select the Tracking subsystem from the list of subsystems at the main menu. Click on the Tracking icon on the toolbar to obtain the drop down menu. Select IMF as the screen for data entry.

(3) Enter the BOSS document number in the first field on the IMF screen from column 2 of DRMS Form 1683-1.

(4) The Pick Up ManiFest field will fill if only one PMF exists for this BOSS document number. If the correct ManiFest number from column 4 of the 1683 appears, go to (7).

(5) If more than one PMF exists, a drop down screen will display the ManiFest numbers available in the database for this BOSS document number. Use the cursor to highlight the same ManiFest number as in column 4 of the 1683. Click OK to select that PMF as reference to the current IMF. Go to (7)

(6) If the correct pick up ManiFest number from column 4 is not available per (4) or (5), line is rejected to the tracker to resolve. Write the problem as "missing PMF ManiFest number" for the discrepancy in block 6 of the 1878. (Do not proceed to b for DMF entry of this item.) Proceed to the next required IMF entry per (1) above.

(7) The cursor will move to the next field labeled ManiFest number. Enter the ManiFest number from column 9 of the 1878. The Generator EPA number field should fill from the database and match the first number provided in column 10 of the 1878. If the EPA number does not match, reject to the tracker to resolve. Write the problem as "EPA number for IMF generator does

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not match” as the discrepancy in block 6 of the 1878. (Do not proceed to b for DMF entry of this item.) Proceed to the next required IMF entry per (3) above.

(8) Enter Function 8 to lock the fields identified above. (These fields are also the “key fields” required for any subsequent inquiry.) At the field entitled Designated TSDF, enter the TSDF number found in column 10 below the generator number identified in (7). (A 12-digit number is required.)

(9) <Tab> down to the Quantity field, or use the cursor to click on the Quantity field. Enter the quantity from the same line of the 1878 found in column 12.

(10) <Tab> once to reach the TSDF Receipt date. Enter the date from the same line of the 1878 found in column 13. Date is required to be in the format DDMMYYYY.

(11) <Tab> once to reach the state ManiFest number field. If an additional ManiFest number is provided in column 9 of the 1683 with the number used for (7) above, enter the last eight digits of the longer ManiFest number. If no additional number is provided, leave this field blank.

(12) <Tab> once to reach the Waste Code field. Enter the four digit waste code(s) listed in column 8 of the 1878. Enter one code per block. Cursor will tab to Handling Code field. Proceed to (12) if only one waste code is listed in column 8. If more than one waste code is listed, either <Shift> <Tab> and arrow down to next available block or use mouse to move cursor to the next available block and continue entering all listed waste codes. (Arrow down after four codes are entered for additional block: 20 blocks are available). Proceed to (12) when all waste codes are entered.

(13) Enter handling code from column 11 of 1683 (Treatment / Disposal Codes) next to first TSDF listed. If blank, enter “S01” (0 = numeric zero) for storage. (S01 will be the usual code in the IMF. However, other codes may apply as indicated.) If multiple entries are required, move cursor to next available block as explained in (11).

(14) Enter Function 10 or click on blue disk icon to save the entry. Observe the system response to ensure acceptance or identify error. Identify any error on block 6 of 1878 (do not proceed to DMF in b for any items with an error). Continue to (3) for next required entry. When all required IMF entries are completed, click on “green door” icon to return to BOSS main menu and proceed to b.

d. Enter a DMF (Disposal Manifest) record to complete each audit trail for each item approved on the 1878, which does not have a subsequent error noted in a. above (Some items may require multiple DMF records, if so indicated on the 1683. If column 9 is annotated “same as 4” no IMF record was record, yet a DMF is required. A DMF is required for every entry in column 12 of the 1878 for a disposal quantity and every item with the “same as 4” noted above. ):

(1) Select the Tracking subsystem from the list of subsystems at the main menu. Click on the Tracking icon on the toolbar to obtain the drop down menu. Select DMF as the screen for data entry.

(2) Enter the BOSS document number for a 1683 entry requiring a DMF.

(3) Click on the drop down arrow to the right of the BOSS document number. Select the line with the combination of key fields applicable to the line on the 1683 (Pop up window provides possible key fields for a DMF in sequence: ManiFest number to disposal facility, PMF ManiFest number that originated this waste stream. EPA number for TSDF where disposal occurs, and type record producing the

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key fields (P for PMF or I for IMF.)) Enter Function 8 to secure the key fields. (If a DMF record already exists, it will be displayed and block 6 of 1878 should be annotated "already disposed".)

(4) <Tab> or use the mouse to place the cursor in the Quantity field. Enter the disposal quantity from column 12 of the 1683, if the applicable TSDF is in column 11 or from column 5, if column 9 was annotated.

(5) <Tab> to TSDF Receipt Date. Enter date from column 13 of the 1683 in format DDMMYYYY.

(6) If the waste code indicates "PCB", a date will be entered in column 14 of the 1683. Use the mouse to move the cursor to the Cert Treatment Date (<Tab> will not work to this field). Enter the date from column 14 in the format DDMMYYYY.

(7) After entering the appropriate dates required for (5) and (6), <Tab> to the Waste Code field. Enter the four digit waste code(s) listed in column 8 of the 1878. Enter one code per block. Cursor will tab to Handling Code field. Proceed to (8) if only one waste code is listed in column 8. If more than one waste code is listed, either <Shift> <Tab> and arrow down to next available block or use mouse to move cursor to the next available block and continue entering all listed waste codes. (Arrow down after four codes are entered for additional block: 20 blocks are available). Proceed to (8) when all waste codes are entered.

(8) Enter handling code(s) from column 11 of 1683 (Treatment / Disposal Codes) next to the disposal quantity. If lines were annotated "same as block 4", take the codes from column 7. (Do not use S01 as a handling code for the DMF.) If multiple entries are required, move cursor to next available block as explained in (7).

(9) Enter Function 10 or click on blue disk icon to save the entry. Observe the system response to ensure acceptance or identify error. Identify any error on block 6 of 1878. Continue to (2) for next required entry. When all required DMF entries are completed, click on "green door" icon to return to BOSS main menu and proceed to c.

c. Special Services: The 1683 entry will only have columns 1 - 3, 5, and 6 completed. No IMF will be required in a. above. DMF entry is only made to complete delivery order records. Enter DMF data as in b. above with these additional instructions. Select key fields from the PMF and lock the fields as instructed in b above (use the dummy ManiFest number provided by PMF). The quantity is the most important entry for special services. Use the date that the service was performed. Waste code will be "None." Handling code will be 999.

d. When all required Phase II tracking entries are completed in BOSS per a., b., and c. above or are annotated for discrepancies as instructed, initial and date the "Data Entered" fields of the 1878. Data entry clerk will enter the packet information on the prescribed production form for the report to the COR and place the packet on the shelf in the Tracking area labeled for completed Phase II packets for review. The logger will review packets for discrepancies to be returned to the tracker for resolution or rejection to DRMS-PH. The logger will enter the information about the packet from the production form into the Access Tracking Log per para B1d.

**6. Corrections:** Changes may be made to existing records in the IMF and DMF screens when required, subject to instructions. Enter the BOSS document number in the appropriate screen. Use the drop down arrow to select the key fields for a record query. Enter OK when the selected fields are highlighted. Enter F8 to complete the query. Make required changes. Select blue disk icon or F10 to save the corrected record. The key fields in a record may not be changed; they require deletion and entry of a new record. Changes must be made in sequence to avoid edit errors. For example, a quantity correction must begin at the PMF, through related IMF records, and conclude at the DMF. Deletion of a DMF may be

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required to proceed with an IMF change, i.e. if changing a ManiFest number, a TSDf, or decreasing a quantity. If a "key field" is being changed, a delete is always required.

**7. Review of Phase II entry made by Disposal Contractor:** Trackers will review Phase II data entered by hazardous disposal contractors for similar discrepancies to those described at paragraph B3.

- a. Contractor completes entry of Phase 2 data for a delivery order and notifies DRMS-PH at the group mailbox [DRMS Phase 2 Done](#) and the respective Contracting Officer (CO) by e-mail.
- b. Tracker uses ERS (Environmental Reporting System) to obtain a BZ report for the identified delivery order (PIIN in BOSS). Data may also be queried in BOSS.

(1) Review BZ report for recycle required and PCB disposal HINs.  
Review disposal method and disposal TSDf for these documents are appropriate.

(3) Check to ensure disposal is entered for each document. This check may also be performed in BOSS using the PRH query. In the PRH query, the columns headed "D" identify completed disposal entry with an "F". A red "P" indicates only partial tracking.

(4) Spot check remaining waste streams for appropriate audit trail information as provided in paragraph B3.

(5) Identify discrepancies as instructed below.

c. If the recycling required by contract was not recorded, check with the CO on the contract and see if a modification was issued or if Past Performance was annotated. If no modification or past performance was annotated, send an e-mail to the DRMS Compliance Manager and [DRMS Phase 1 2 Problems](#). The e-mail should explain what the waste is, what the clause in the contract requires, what the contractor has claimed as disposal method, and results of the search for modification and Past Performance annotation. The DRMS Compliance Manager will pursue resolution with the CO.

d. If recycling was required by EPA rules (NiCad Batteries, for example), immediately notify the DRMS Compliance Manager by e-mail with the description of the waste stream and the claimed disposal method. The DRMS Compliance Manager will investigate the disposal for possible RCRA violation and make appropriate notifications as required.

e. If the waste stream contains PCB waste and the reported audit trail indicates improper disposal, report the discrepancy to the DRMS Compliance Manager by e-mail providing a description of the waste stream and the reported disposal information. Also send a copy of the e-mail to [DRMS Phase 1 2 Problems](#) to record the discrepancy.

f. All PCB waste streams require a Certificate of Destruction (CD) from the disposal contractor. CDs for PCBs should be given to the CO to be filed in the DO folder. If the contractor has not sent a CD, the audit trail is incomplete. Ask the CO by e-mail to request missing CDs from the disposal contractor and send a copy of the e-mail to [DRMS Phase 1 2 Problems](#).

g. Review for incomplete disposal methods. For example, listed wastes require final disposal information, not just RCRA treatment. If any waste streams do not identify complete disposal, report the circumstances to the NPC Compliance Manager by e-mail with a copy to [DRMS Phase 1 2 Problems](#)

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- h. When the DRMS Compliance Manager replies with processing instructions, take action as directed and annotate the information in the group mailbox [DRMS Phase 1\\_2 Problems](#).
- i. To record results of the tracker's review, the e-mail sent by the contractor will be annotated PASS and/or FAIL as indicated below. Make the annotation on the e-mail subject line for the e-mail sent by the contractor specific to the delivery order reviewed. . If the contractor has sent an e-mail with multiple delivery orders, then resend the e-mail with the specific delivery order in the subject and make sure the original is still a part of the e-mail. Only the "Phase 2 Done" e-mail needs to be resent.
  - PASS - All lines have been entered in BOSS and entry is accepted.
  - PASS/FAIL - All lines have been entered in BOSS. Lines 1-etc have passed. However lines 9, 15, etc, have failed due to (enter reason as indicated in the evaluation criteria above.)
  - FAIL - All lines have failed or disposal information on any line is incomplete.
- j. The DRMS Compliance Manager will review periodically review the results of these tracking reviews to discuss specific problems or trends with trackers, to recommend changes to the review process, or to provide Past Performance information to Contracting Officers.

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## **C8. ENVIRONMENTAL Program**

### **Enclosure 11 - Instructions for Contractor BOSS Entry of Phase II Tracking As of 13 Jan 2004**

#### **Description:**

BOSS (Base Operations Support System) is a DLA (Defense Logistics Agency) database using Oracle programming to manage contracting, accounting, and disposal information for Department of Defense supply functions. DRMS (Defense Reutilization and Marketing Service) uses this system to manage disposal of hazardous waste.

Requests for disposal begin with a supply system turn in by manual paperwork or various automated computer systems. Contracting consolidates the turn-ins on a task order or delivery order on an established disposal contract. The disposal contractor arranges the pick up of this waste, including manifests or shipping papers and supporting documentation, with the COR (Contracting Officer Representative).

The pick up is documented in BOSS with a PMF (Pick up Manifest record). The PMF uses a BOSS document number as the primary reference to the delivery order. Tracking of disposal of the waste always includes reference back to this document number and includes the ManiFest number or shipping paper numbers assigned to each movement of the waste.

Current DRMS payment terms allow the contractor to submit a Phase I tracking package for payment approval. In Phase I tracking, the contractor documents receipt of the waste at the first TSDF to HQ DRMS.

Completion of the disposal audit trail is required. DRMS is required by DOD to provide "cradle to grave" audit trail for all waste streams. Phase II tracking provides manual reporting using a completed DRMS Form 1683-1.

These instructions are intended to replace the manual report on the 1683, for Phase II only, with direct BOSS access by the contractor. BOSS is now accessible to users with the proper clearance by a public server web site. The public server address allows entry through DLA firewall controls. Contractors should contact their Contracting Officer for clearance procedures, as well as reporting employees no longer requiring access.

BOSS is a controlled access government system. Note the warning when signing into this system! Password changes are required every 90 days. Do not share access with anyone! Additional users must obtain their own clearance and access.

#### **Tracking Procedures:**

The PMF record initiates the audit trail for disposal of hazardous waste. The DRMS COR enters this record.

Each audit trail is completed by a DMF (Disposal ManiFest record). If the waste stream is split during processing, each part of the audit trail is completed by a DMF.

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If the destination of the PMF record is not the disposal facility, each additional ManiFest or shipping paper for the audit trail requires a separate IMF (Interim ManiFest record). The PMF and IMF records primarily show movement from one EPA number to another referencing the manifests, which documented this process. By contrast, the DMF documents the end of the audit trail and the treatment methods used to dispose of the waste.

If a state ManiFest number is also assigned to any ManiFest, entry is required on the PMF or IMF record (as applicable) per current instructions for DRMS Form 1683-1. Entry on the DMF would duplicate a PMF or IMF data entry and is not required.

The PMF, IMF, and DMF are all accessible through the Tracking subsystem of BOSS. Additional guidance may also be found at Help on the tool bar in BOSS.

When completing a BOSS session, click on the Green Door in the Tool Bar to return to the main menu, click on Exit at the main menu, and then "X" out of the Internet access. This closing process ensures proper closing of the BOSS session and minimizes system "locks".

### **Details for Processing:**

#### **Disposal:**

As each audit trail ends with a DMF, we will begin at the end. The primary reference is the BOSS document number. In addition, the ManiFest number used to send the waste to the final facility and the ManiFest number used at pick up are referenced. In the simplest audit trails, these ManiFest numbers are the same. BOSS uses the five digit serial ManiFest number. BOSS also assigns a PMF sequence number for every record built on a PMF (IMF or DMF).

Select the DMF screen from the tracking subsystem.

Enter the BOSS document number.

Click on the drop down arrow to the right of this number.

(If only one record is accessible by this drop down, some places in BOSS enter the fields referenced in the next paragraph automatically, skipping the drop down.)

A window appears that contains the possible reference numbers for a DMF on this BOSS number. Choose the correct combination of reference data on a single line of the drop down. Note that disposal of part of a waste stream may occur at more than one facility. BOSS will accommodate this information by proper selection of the referenced ManiFest for any new record. The PMF sequence number, noted above, is also part of the drop down selection. Click OK.

Enter Function 8 to lock these references. The present version of BOSS will change to a gray screen reflecting a change from "Query" to "Add/Update".

The fields may be skipped for ManiFest page and line and container number and type.

Enter the quantity disposed by the current action. (Each BOSS entry for quantity refers only to the quantity applicable to the current waste stream, vice but not to exceed the ManiFest quantity)

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Enter the date of receipt at the TSDF (Treatment, Storage, Disposal Facility). All dates in BOSS are in the format DDMMYYYY. BOSS will accept a "shortcut" where the user enters only a single digit day, if 1- 9 and a two digit year, i.e. "1JAN04" will process as "01JAN2004".

**If waste is a PCB, enter the date treatment was certified complete. This date is required for all PCB waste to assist with compliance of the more stringent reporting requirements in 40 CFR 761.218. The cursor must be dragged to this field and clicked to access. The certificate of disposal for PCB waste must still be forwarded to DRMS by mail or fax.**

Enter waste codes applicable to this waste stream. Follow instructions on DRMS Form 1683-1. Do not use state codes for the IMF or DMF. (They are on the PMF only.)

Enter the treatment codes performed on this waste stream by this TSDF. Do not use storage codes for the DMF. Do not use management codes. Acceptable codes begin with D, T, or X.

Save transaction by entering Function10 or clicking on the blue disk in the tool bar.

Interims:

If the destination of the PMF record is NOT the disposal TSDF, an IMF is required to document each ManiFest in the audit trail to disposal. (The following instructions may appear complex. Keep in mind that they are intended to address the most complicated case. Many steps may not apply to more simple cases.)

Select the IMF screen from the tracking subsystem.

Enter the BOSS number.

The system will fill the PMF ManiFest number, if only one for that BOSS document number. If the BOSS document number has more than one pick up ManiFest, a window will pop up to select the appropriate pick up ManiFest number. Click on the correct line to highlight and then click on "OK".

Enter the five digit serial ManiFest number for the next ManiFest in the audit trail. (If this is a correction, use the drop down button to select the existing record.)

At the Generator EPA ID Number, the system will automatically fill the destination from the referenced PMF record. If the current ManiFest is not the first interim in a specific audit trail, use the drop down button to obtain the previous ManiFest record in this audit trail. Click on the appropriate line to highlight and click on "OK" to select. The generator field will update to the destination TSDF of the referenced ManiFest. (The government generator will not be on an IMF. Note that the generator of the new IMF will be the destination from the previous ManiFest in the audit trail. The "P" in the field in the upper right corner will change to an "I" for reference to a previous IMF.)

Enter the destination identified on the ManiFest to be recorded. (Please do not use this drop down.)

Enter F8 to lock these references.

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Enter the quantity for this part of the waste stream.

Enter the date of receipt at the TSDF.

Enter the waste codes applicable to this part of the waste stream. Do not use state waste codes.

Enter the treatment codes applicable for the FIRST TSDF shown on this record. Usual entry will be "S01". Other entries may be appropriate if treatment, such as T31 for D002, was performed at an interim facility.

**NOTE:** The page and line from ManiFest and container type and quantity are optional fields on the IMF as well as the DMF.

If applicable, the state ManiFest number is required on the IMF. Use the last eight digits.

Save by clicking on blue disk or selecting F10.

### **Special Situations:**

#### Special Services:

PMF entry for special services depends on the DRMS type code selected at the request for delivery order (HXH - query by HLI). No IMF will be required. DMF entry is only made to complete delivery order records. Enter DMF data by selecting key fields and locking the fields as instructed above. The quantity is the most important entry for special services. Use the date that the service was performed. Waste code will be "None." Handling code will be 999 (special exception to DMF edit).

#### Unique Disposal Codes:

DRMS has assigned abbreviated coding for some disposal processes. The wastewater treatment process is usually abbreviated with code D85. Mechanical or other processing of waste streams such as batteries and fluorescent lights under the approved recycling plans and PCB carcass separation are abbreviated with code X02. Metals refining (including mercury, D009) is usually T87. Most "other" codes as assigned by EPA are NOT used in BOSS and require translation. Please contact DRMS-BCE for instructions in the case of any questions.

**NOTE:** Use the TEW query to check BOSS records for EPA numbers and waste or handling codes approved for them.

#### Corrections:

Changes may be made to existing records in the IMF and DMF screens when required, subject to instructions. Enter the BOSS document number in the appropriate screen. Use the drop down arrow to select the key fields for a record query. Enter OK when the selected fields are highlighted. Enter F8 to complete the query. Make required changes. Select blue disk icon or F10 to save the corrected record.

The key fields in a record may not be changed; they require deletion and entry of a new record.

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Changes must be made in sequence to avoid edit errors. For example, a quantity increase must begin at the PMF, through related IMF records, and conclude at the DMF. A quantity decrease must be in reverse with the DMF changed first and the PMF changed last. Obviously, corrections should not be frequent, both to maintain the validity of the database and to minimize data entry time.

Contractors do not have permission to change a PMF record. PMF changes must be referred to DRMS for review. Some PMF changes will require intervention by DFAS, if disbursement has been made.

**“Dummy” EPA Numbers:**

DRMS has approved dummy EPA numbers to designate TSDFs that are approved for non-RCRA waste only. Be sure to use this approved number in place of the number on the shipping paper for all BOSS entries.

Special services also use a dummy EPA number (usually SSH000000000).

**Reporting Completion of a Delivery Order:**

The DRMO will receive separate instructions from the Contracting Officer or Procurement Technician to report completion of each delivery order. These instructions will require e-mail notification to one of the above and to a special address for DRMS-PH for Tracking review ([Phase 2 Done](#)).

The BOSS entry of Phase II audit trail information per these instructions and notification of completion of each delivery order replace the requirement for a paper Phase II submission, except for PCB waste streams which still require the certificate of disposal. Please note in the e-mail when waste streams contain PCBs and indicate whether certificate was mailed or faxed.

When a problem occurs with actual disposal methods, a required modification, PMF information, or other issues beyond the scope of these instructions, do not make any BOSS entry for that waste stream until receiving specific instructions. See instructions below.

**Problems:**

Questions about Contract Administration should be directed to the Contracting Officer or Procurement Technician.

In the event of a tracking discrepancy, such as failure to recycle a required waste stream, use of an unapproved TSDF, or a problem with existing BOSS data, do not enter the waste stream in BOSS. Report the discrepancy to the e-mail address [Phase 1\\_2 Problems](#) (note underscore between the 1 and 2). The Contracting Officer will consult with environmental compliance and provide guidance.

In the event of system problems, the DRMS help desk is the central location to report system problems. This includes anytime that BOSS is improperly exited. The DRMS help number is **(269) 961-4999**.

If the BOSS system will be unavailable, advance notification will be sent from DRMS-J68.

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## Query Index

**DMF - Disposal ManiFest Record.** The record to document completion of the disposal audit trail. The DMF does not show movement of waste as the PMF and IMF do, but rather shows disposal action at the final TSDF of an audit trail. A single waste stream may have more than one DMF if the waste stream is divided for shipment on separate manifests; also if the waste stream is divided for different disposal actions. For example, a PCB carcass may be disposed at a different TSDF and by different treatment than the liquid contents. By contrast, a DMF may record more than one treatment code for a waste stream shipped on a single ManiFest to a single TSDF.

**FHR - Financial History Record.** Query to obtain detailed financial history. Data includes specific information about obligations, modifications, and payments.

**HLI - Hazardous Line Item.** A query with three views (screens) of the basic document that contains the request for disposal services. The initial view provides detailed information about the generator request to include identification of the applicable contract, delivery order, and line item, funding information, quantity summaries, and key dates for a BOSS document number. A second view provides the text of the request for service. The third view provides financial information including obligation and payment data.

**IMF - Interim ManiFest Record.** The record to document movement of each waste stream for each ManiFest after the arrival at the first TSDF through receipt at the final TSDF, if they are not the same. Each IMF must relate to an existing ManiFest record, PMF or IMF.

**MCR - ManiFest Record.** A query by document number to identify key information about all associated tracking records.

**MPA - ManiFest Payment Authorization.** The query form of this screen provides inquiry capability by either BOSS document number or PIIN (the contract number without dashes followed by a dash and the 4 digit task order number) for a consolidated view of MCR and HLI data for each document on a PIIN. Data is indexed to provide quick access to any specific document number. An additional view provides payment authorization (591) information, both approved and waiting for approval that includes the date of last action. This view is obtained by clicking on the BOSS document number in the first column of the screen.

**PMF - Pick up ManiFest Record.** The record to document the beginning of the disposal audit trail. IMF and DMF must reference an existing PMF record and provide a continuous audit trail. A PMF with the TSDF receipt date is required for payment authorization. Entry is made by the DRMO (COR) upon pick up with updating for return ManiFest information. Contractors are authorized to query, but not update, PMF data. Refer problems to the DRMO's Contracting Officer.

**PRH - Purchase Release Hazardous.** A summary query by PIIN to determine the status of each document on a delivery order. Detail view (DOC on tool bar) displays all documents on PIIN in pages of 42. Columns provide status of tracking information, payment authorization approval and payment.

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**TEW - TSD Facilities View.** The table used to validate TSDF EPA numbers, waste codes, and handling codes for each tracking record. The query only is available to contractors to compare DRMS permit information with information the contractor has received from the TSDF. Send requests for updates to DES-WRI.

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## C8. ENVIRONMENTAL Program

### Enclosure 12 - Operating Instruction - Responsibility of Off-Installation Third Party Site

| <u>RESPONSIBILITY</u> | <u>STEP</u> | <u>ACTION</u>  |
|-----------------------|-------------|--|
| DRMS-BCP              |             | Administrative Procedures.<br>Evaluations of requests for assistance are based on the fiscal and legal constraints that govern DRMS actions. The decision to retrieve, cleanup, or dispose of property will be made by the Commander (DRMS-D) and the Environmental Program Manager (DES-WRI) in coordination with Legal Counsel (DRMS-G) and others involved. |
|                       |             | The following responsibilities and actions will be implemented and adhered to.   |
|                       | 1           | Collect and distribute data to other offices for record searches.  |
|                       | 2           | Prepare Fact Sheets, backup and recommended Record of Decisions.   |
|                       | 3           | Coordinate with other DRMS offices.  |
|                       | 4           | Coordinate with DLA-DSSE on final recommendations and availability of Defense Environmental Restoration Account funding.   |
| DRMS-G                | 5           | Compile an Executive Summary, a Record of Decision, a Fact Sheet, and coordinate legal analysis with DRMS-G.   |
|                       | 6           | Forward to DRMS-D for final signature to proceed as recommended.   |
|                       | 7           | Provide legal advice and assistance to environmental response recommendations and decisions.   |
|                       | 8           | Provide legal analysis for internal use.   |
|                       | 9           | Coordinate all actions with U.S. Department of Justice when using the Judgment Fund through settlement agreements.   |

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## **C8. ENVIRONMENTAL Program**

### **Enclosure 13 - CERCLA Section 104 (e) Notices**

Upon receipt of a CERCLA Section 104(e) Notice, a copy must be telefaxed of all CERCLA Section 104(e) Notice to DRMS-G at (269) 961-5069 and DES-WRI at (269) 961-5766 **within 24 hours**. When necessary DES-WRI will seek assistance from the U.S. Army Corps of Engineers to have a consulting firm prepare a response to the CERCLA Section 104(e). All other information requests on potential hazardous waste sites, **except** information requests under the Freedom of Information Act (FOIA), should be forwarded to DRMS-G and DES-WRI **within a reasonable time**. FOIA requests should be sent to DLIS-V, ATTN: Freedom of Information Officer.

#### ***DRMS-G will:***

- a. Forward a copy of the CERCLA Section 104(e) notice to responsible DRMS counsel.
- b. Provide legal advice and assistance in obtaining information and in responding to CERCLA Section 104(e) notices.
- c. Review the written response to EPA for completeness and legal sufficiency.

#### ***DRMS-BE will:***

- a. Coordinate with DRMS-G to provide an interim telephonic and/or written response to EPA acknowledging the request, asking for any information EPA may have connecting DRMS to the site and, if necessary, requesting an extension of time in which to answer the request.
- b. Within 1 working day after receiving the request, provide affected offices or directorates with a copy of the CERCLA Section 104(e) notice and provide written and oral requests that the offices or directorates begin searching for information or documents.
- c. If needed, conduct a meeting to explain the scope of and the time limitations for the requested information or document search.
- d. Advise offices or directorates that the scope of the search should include, but not be limited to, the following:
  - (1) Review of and response to EPA's specific questions.
  - (2) A thorough search for information or documents relating to the site and to other persons, locations, materials and business relationships identified by EPA.
    - Both manual and automated research methods should be used to find current records, retired records, and records transferred to other locations, including archival storage.
    - If no information or documents are found, offices or directorates may indicate, in a statement signed by the director or office chief, that a thorough search has been conducted and no information or documents were found.

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- If records or information have been destroyed under the Federal Records Disposal Act, 44 U.S.C. 3301 et seq., the specific policy relating to maintenance and destruction of those records should be described.

(3) Names and business addresses of DRMS employees having information on matters relating to the site.

(4) Interviews with DRMS employees having knowledge of the information or documents requested by EPA.

(5) Names and addresses of employees involved in searching for documents and preparing the response to EPA.

Set a suspense date, allowing 10 working days for DES-WRI to prepare a written response to EPA and to obtain DRMS-G concurrence.

e. Provide directorates or offices with any available information that would facilitate the information or document search.

f. Visit the site in order to obtain information or documents and to conduct interviews with employees or other potentially responsible parties (PRPs).

g. Conduct a search of its own records for information or documents connecting DRMS to the site.

(1) The search should include, but not be limited to:

- Files on environmental audits.
- Files on third party sites.
- Files on hazardous waste disposal service contractor.
- Bidders Master File.
- Bidders Master File Extract.
- Inactive Bidders Purge List.
- Sales Extract by Bidder ID Number.
- Microfiche (for sales history by location where Federal Supply Codes (FSCs) are available).
- DAISY-NSP.
- Precious Metals Recovery Contract Files.
- IDMS
- HWDC-DBMS
- CBINS-DBMS
- HSC-DBMS

h. Review, organize, and summarize documents gathered as a result of the information or document search.

i. Forward information or documents received from the directorates or offices to DRMS-G for evaluation of legal sufficiency and liability issues.

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- j. Draft a proposed response to EPA and obtain DRMS-G concurrence.
- k. Provide to EPA, and signed by DES-WRI, a statement that the information sent to EPA is true, accurate and complete.
- l. Obtain an IDMS or DAISY Extract (for information on types of material where National Stock Numbers (NSNs) and/or DD Form 1348-1/1As, Disposal Turn-In Documents are available).

***As requested, DRMS-PH will:***

- a. Review the CERCLA Section 104(e) notice and respond to specific questions.
- b. Conduct a thorough search for information or documents, including but not limited to, contract files, logs and other records. On request, contract records should be retrieved from archival storage.
- c. Obtain names and business addresses of employees having information connecting DRMS to the site.
- d. Upon request, interview employees having information connecting DRMS to the site.
- e. Provide a statement, signed by the Director of Contracting, certifying that the information and documents submitted are accurate, authentic and complete, unless otherwise indicated.

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## **C8. ENVIRONMENTAL Program**

### **Enclosure 14 - New Used Oil Management Standards - Guidelines for DRMS Compliance**

#### **A. OVERVIEW.**

1. The new used oil management standards provide several major changes that will impact the operations of the DRMS used oil program. These changes include:
  - a. Limits on the quantity of used oil that a DRMO can receive at one time;
  - b. Transporters of more than 55 gallons of used oil are required to have an EPA identification number;
  - c. New restrictions on storage times; and,
  - d. New requirements for the storage of used oil.
2. The new management standards as provided in 40 CFR part 279 are divided into Subparts A through I (40 CFR Part 279.1-279.82). The subparts include standards for generators, collections centers and aggregate points, transportation and transfer facilities, processor and re-refiners, and marketers.

#### **B. SUMMARY.**

1. DRMOs that receive all of their used oil in place should follow the procedures in paragraph D1.
2. DRMOs that receive custody of used oil generated by host and non-host installation activities are considered used oil collection centers and must comply with the procedures in paragraphs D2 and D3a.
3. DRMOs that receive custody of used oil generated by host installation activities only are considered used oil aggregate points and must comply with the procedures in paragraphs D2 and D3b.
4. Any DRMO that receives used oil in quantities greater than 55 gallons at one time from a used oil generator is considered a used oil transfer facility and must comply with the procedures in paragraph D3c. This requirement does not apply to "On-site" shipments of used oil. Used oil may be transported to on-site DRMOs in any quantity without being subject to the transporter standards in 40 CFR 279.40 and off-site shipment standards in 40 CFR 279.24. This means that DRMOs may receive more than 55 gallons of used oil at one time as long as it was generated on the site in which the DRMO is located.
5. On-site is interpreted by 40 CFR 260.10 as DRMOs located on property owned by the host generator as follows:
  - a. The property where the DRMO is located is contiguous with host but divided by public or private right-of-way and the entrance and exit between the properties is a cross-roads intersection and access is by crossing as opposed to going along the right-of-way; or,
  - b. The property where the DRMO is located is non-contiguous but connected by a right-of-way, which the owner controls and which are inaccessible to the public.

**C. RESTRICTIONS.** DRMOs are not authorized to operate as a Processor and Re-refiner as provided in Subpart F of 40 CFR 279.

#### **D. PROCEDURES.**

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1. **Requirements for DRMOs That Receive Used Oil in Place:** To the extent possible, DRMOs should receive and manage used oil in-place (accept accountability, but not physical custody). Under this practice; there is no quantity limitation that the DRMO may receive at one time and the only new requirement for a DRMO is to ensure that transporters who pick-up and remove used oil have EPA ID numbers. DRMOs should remind generators who retain custody of their used oil to follow the storage requirements in paragraph D2 below.
2. **Requirements for DRMOs That Store Used Oil:** All DRMOs that accept custody of used oil must comply with the generator requirements in Subpart C of 40 CFR Part 279. The storage requirements for DRMOs that accept custody of used oil are:
  - a. **Storage units.** Used oil must be stored in tanks, containers, or any other units that are subject to regulation under 40 CFR, Parts 264 or 265;
  - b. **Condition of Units.** Containers and above ground tanks used to store used oil must be:
    1. In good condition (no severe rusting, apparent structural defects or deterioration); and,
    2. Not leaking (no visible leaks).
  - c. **Labels.** Containers and above ground tanks must be labeled or marked clearly with the words "Used Oil". Fill pipes used to transfer used oil into underground tanks must also be labeled or marked clearly with the words "Used Oil".
  - d. **Releases.** All releases of used oil must be contained, cleaned-up, and all released used oil properly managed. If necessary to prevent future releases, repair or replace any leaking used oil storage containers or tanks prior to returning them to service.
  - e. **Transporting Used Oil.** Generators who transport used oils except as described in paragraphs D3(c)(1) and (2) are subject to the transporters requirements set forth at 40 CFR Parts 279.40-47.
3. **Requirements for DRMOs that Operate as a Collection Center:** For purposes of operations at a DRMO, a used oil collection center is any DRMO that accepts/aggregates and stores used oil from a host or non-host generator (see Subpart D of 40 CFR Part 279.31). To operate as a collection center, the following conditions must be met:
  - a. The DRMO must comply with the standards for a used oil generator in Subpart C of 40 CFR Part 279 (see D2 above);
  - b. As a collection center, used oil generators (generating activities) may transport, without an EPA identification number, used oil that they have generated to a DRMO provided D3a(3), (4), and (5) below are met;
  - c. The used oil generator transports used oil in a vehicle owned by the generator or owned by an employee of the generator;
  - d. The used oil generator transports no more than 55 gallons of used oil at one time (except for on-site shipments; no limits in quantity for on-site shipments); and,

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e. The DRMO must be registered/licensed/permited or recognized by a state/county/or municipal government to manage used oil. (Check/coordinate with host installation on notifying requirements and procedures).

**4. Requirements for DRMOs that Operate as an Aggregate Point:** For purposes of operations at a DRMO, a used oil aggregate point is any DRMO that accepts, aggregates and or stores used oil collected only from its host installation (see Subpart D of 40 CFR Part 279.32) provided that:

1. The DRMO complies with the standards for a used oil generator in Subpart C of 40 CFR Part 279 (see D2 above);
2. As an aggregate point, host installation used oil generators (generating activities) may transport, without an EPA identification number, used oil they have generated to a DRMO provided D3b(3) and (4), below are met;
3. The used oil generator transports the used oil in a vehicle owned by the generator or by an employee of the generator;
4. The used oil generator may transport more than 55 gallons of used oil, at one time, to an on-site storage facility.

**5. Requirements for DRMOs that Operate as a Transportation/Transfer Facility:** DRMOs that accept custody of used oil in quantities greater than 55 gallons, at one time, from a used oil generator (other than on-site generator), must operate as a used oil transfer facility. For purposes of operation at a DRMO, a used oil transportation/transfer facility is any DRMO that collects and stores used oil from more than one generator, and where shipments of used oil are held for more than 24 hours during the course of transportation. Except for the on-site transport of used oil, this is the only standard in which DRMOs are allowed to accept used oil in quantities greater than 55 gallons at one time (see Subpart E of 40 CFR Part 279.40-47). Under this standard the following conditions must be met:

1. DRMOs may accept host/non-host used oil;
2. Used oil generators may transport more than 55 gallons of used oil at one time;
3. If the host installation has not previously complied with the notification requirements in RCRA section 3010 and the DRMO has not been given an EPA identification number, the DRMO must coordinate the notification requirements with the host installation.
4. The transporter turning-in used oil in quantities of more than 55 gallons must have an EPA identification number;
5. The DRMO cannot store used oil for periods longer than 35 days.

**NOTE:** A transfer facility that stores used oil for more than 35 days is subject to the more stringent management standards of Subpart F of 40 CFR 279.

6. As a transfer facility, a DRMO must also comply with the following management standards as provided in 40 CFR 279.45:

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- **Storage Units.** Used oil must be stored in tanks, containers, or any other units that are subject to regulation under 40 CFR, Parts 264 or 265.
- **Condition of Units.** Containers and above ground tanks used to store used oil must be in good condition (no severe rusting, structural defects, or deterioration) and not leaking.
- **Secondary Containment for Containers, Existing Above Ground Tanks and New Above Ground Tanks.** All containers and above ground tanks used to store used oil at transfer facilities must be equipped with a secondary containment system. Secondary containment consists of dikes, berms, or retaining walls, and a floor that covers the entire area within the dikes, berms, or retaining walls. The entire containment system must be impervious to used oil. Existing above ground tanks are exempted from the floor requirement under the existing portion of the tank.
- **Labels.** Containers and above ground tanks used to store used oil at transfer facilities must be clearly labeled with the words “**Used Oil**”. Fill pipes used to transfer used oil into underground tanks must also be labeled or marked clearly with the words “**Used Oil**”.
- **Releases.** Upon the detection of a release of used oil, the DRMO must stop the release, contain the released oil, clean-up and properly manage the released used oil. If necessary, repair or replace any used oil storage containers prior to returning them to service.
- **Tracking (40 CFR 279.46).** DRMOs that operate as used oil transfer facilities must keep a record of each shipment of used oil received and removed. This information must include: the name, address, and EPA ID number of each generator, transporter or processor/refiner, the quantity accepted or shipped, and the dates received and shipped.
- **Management of Residues (40 CFR 279.47).** DRMOs that operate as a transfer facility are responsible for managing any residues generated from the storage of used oil in accordance with existing RCRA requirements.

7. A DRMO that falls under the management standards of more than one subpart must comply with each standard as applicable. For example, a DRMO may operate as a collection center for most of the year, than receive a shipment of more than 55 gallons of used oil at one time, that DRMO must now comply with management standards for a transfer facility as discussed above. DRMS-OL must be notified accordingly. Notification must be in a timely manner.

**E. COMPLIANCE.** The DRMO Chief must ensure his/her used oil program is carried out in full compliance with the management standards for a collection center, aggregate point, or transfer facility, if used oil is not received in-place or being sent to a disposal facility.

**F. POINT OF CONTACT.** Please contact DRMS-OL with any questions.

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## **C8. ENVIRONMENTAL Program**

### **Enclosure 15 - PCBs - Listing of Items That May Contain PCBs**

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1. Electrical Transformers
2. Electrical Capacitors
3. Mining Equipment; Electric Motors
4. Heat Transfer System Pumps
5. Hydraulic System Components (Fluids)
6. Diarylide and Phthalocyanine Paint Pigments
7. Conveyor System Electromagnets
8. Natural Gas Pipeline Compressors
9. Waste Oil
10. Fluorescent Light Ballasts
11. Air Conditioners
12. Microwave Ovens
13. Television Sets
14. Electronic Equipment (Military)
15. Shipboard Cable

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## C8. ENVIRONMENTAL Program

### Enclosure 16 - Summary Of Product Exemptions Under The Non-Essential Products Regulations<sup>1</sup>

*All other aerosol, pressurized dispenser, and foam products that contain or are manufactured with CFCs or HCFCs are banned. Cleaning fluids for specific applications that contain CFCs are also banned. Certain products are, however, eligible for grandfathering. For more information see 40 CFR 82, sections 60-70.*

#### AEROSOL PRODUCTS AND OTHER PRESSURIZED DISPENSERS

| EXEMPTIONS   | CONDITIONS OF EXEMPTION   |
|--|---|
| Aircraft pesticides  | For use until an alternative is available.  |
| Medical devices  | Contingent upon FDA listing in 21 CFR Subpart 2.125(c)  |
| Gauze bandage adhesives and adhesive removers  | None  |
| Topical anesthetic and vapocoolant products  | None  |
| Lubricants for pharmaceutical tablet manufacture   | None  |
| Lubricants, coatings, or cleaning fluids for electrical, electronic or photographic equipment containing CFCs or HCFCs as solvents | Cleaning fluids for electronic and photographic equipment are exempt for commercial sale/distribution only; seller must verify that purchaser represents a commercial entity and post sign about restrictions on use. |
| Mold release agents containing CFCs and HCFCs as solvents  | None  |
| Mold release agents containing HCFC-22 as a propellant   | For use where no alternative, including an alternative formulation, is available; seller must notify purchaser about restrictions on use  |
| Spinnerette lubricant/cleaning sprays containing CFCs or HCFCs as solvents and/or propellants                                      | None  |
| Containers of CFCs used as halogen ion sources in plasma etching   | None  |
| Document preservation sprays containing a CFCs or HCFCs as solvents  | None  |

<sup>1</sup> Aerosol other pressurized dispenser products, and foams made with Class I substances were banned effective January 17, 1994. Those made with Class II substances were banned effective January 1, 1994. Certain products, including party streamers, noise horns and cleaning fluids for electronic and photographic equipment, were specifically banned effective February 16, 1993.

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| <b>EXEMPTIONS</b>  | <b>CONDITIONS OF EXEMPTION</b>  |
|--|---|
| Document preservation sprays containing a CFCs or HCFCs as propellants | For use on thick books, books with coated or dense paper, and tightly bound documents, only   |
| Red pepper bear repellent sprays containing CFC-113 as a solvents      | None  |
| Portable fire extinguishing equipment containing HCFCs                 | For use where no alternative other than use of a CFC is available and for specific user groups only; seller must verify purchaser has exemption status and post a sign of notify purchaser about restrictions on use. |
| Wasp and hornet sprays   | For use near high-tension power lines only; seller must notify purchaser about restrictions on use  |

### **FOAM PRODUCTS**

| <b>EXEMPTIONS</b>  | <b>CONDITIONS OF EXEMPTION</b>    |
|--|-----------------------------------|
| Foam blown with CFCs used in coaxial cable                                   | None                              |
| Closed cell rigid polyurethane foam  | None                              |
| Closed cell rigid polystyrene board stock                                    | None                              |
| Closed cell rigid phenolic foam  | None                              |
| Closed cell rigid polyethylene foam  | For use solely as pipe insulation |
| Integral skin foam blown with CFCs   | None                              |
| Integral skin foam blown with HCFCs used to provide for motor vehicle safety | Exemption expires January 1, 1996 |

### **CLEANING FLUIDS FOR ELECTRONIC AND PHOTOGRAPHIC EQUIPMENT**

| <b>EXEMPTIONS</b>   | <b>CONDITIONS OF EXEMPTION</b>   |
|---|--|
| Non-aerosol cleaning fluids for electronic and photographic equipment containing CFCs | For commercial sale/distribution only; seller must verify that purchaser represents a commercial entity and post a sign about use restrictions |

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## CATEGORIES FOR GRANDFATHERING

| CATEGORIES   | CONDITIONS   |
|--|--|
| Products containing HCFCs manufactured and placed into initial inventory by December 31, 1993.   | Seller must retain proof of date of manufacture.   |
| Products containing HCFCs that require federal approval for reformation for which an application was submitted to the approving agency (e.g., FDA where appropriate) by January 1, 1994.     | Seller may continue to sell/distribute until:<br><br>- 90 days after federal approval of application for reformation.<br><br>- 45 days after denial of an application for reformation <sup>2</sup> |
| Integral skin foam used to provide for motor vehicle safety manufactured and placed in initial inventory prior to January 1, 1996.   | Seller must retain proof of date of manufacture.   |
| A replacement part, or its packaging, containing or manufactured with CFCs, if the replacement part was manufactured and placed into initial inventory prior to April 16, 1992. <sup>3</sup> | For a part used in a single model of product where both the product and replacement part are no longer manufactured (as of January 1994); seller must retain proof of date of manufacture.         |

<sup>2</sup> An applicant may submit a new application within 45 days of receipt of denial and continue to sell/distribute product until 90 after approval or 45 days after denial of the new application.

<sup>3</sup> See 58 FR 69671.

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## C8. ENVIRONMENTAL Program

### Enclosure 17 - Ban on Non-Essential Products Containing Class I Substances and Ban on Non-Essential Products Containing or Manufactured with Class II Substances

(40 CFR, Part 82.62)

#### **DEFINITIONS:**

1. **Chlorofluorocarbon.** Means any substance listed as Class I group I or Class I group III in 40 CFR Part 82, Subpart A, Appendix A.
2. **Commercial.** When used to describe the purchaser of a product, means a person that uses the product in the purchaser's business or sells it to another person and has one of the following identification numbers: (a) A federal employer identification number; or (b) A state sales tax exemption number; or (c) A local business license number; or, (d) A government contract number.
3. **Consumer.** When used to describe a person taking action with regard to a product, means the ultimate purchaser, recipient or user of a product.
4. **Distributor.** When used to describe a person taking action with regard to a product means: (a) The seller of a product to a consumer or another distributor; or (b) A person who sells or distributes that product in interstate commerce for export from the United States.
5. **Product.** Means an item or category of items manufactured from raw or recycled materials, which is used to perform a function or task.
6. **Release.** Means to emit into the environment during the manufacture, use, storage or disposal of a product.
7. **Class II Substance.** Means any substance designated as Class II in 40 CFR Part 82, Subpart A, Appendix B.
8. **Foam Insulation Product.** When used to describe a product containing or consisting of plastic foam, means a product containing or consisting of the following types of foam: (a) Closed cell rigid polyurethane foam; (b) Closed cell rigid polystyrene board stock foam; (c) Closed cell rigid phenolic foam; and, (d) Closed cell rigid polyethylene foam when such foam is suitable in shape, thickness and design to be used as a product that provides thermal insulation around pipes used in heating, plumbing, refrigeration, or industrial process systems.
9. **Hydrochlorofluorocarbon.** Means any substance listed as Class II in 40 CFR Part 82, Subpart A, Appendix B.
10. **Owner of a boat or marine vessel.** Means any person who possesses a title, registration or other documentation that indicates that the person presenting this documentation is in possession of a marine vessel as defined in 33 CFR Part 177.
11. **Owner of a noncommercial aircraft.** Means any person who possesses a title, registration or other documentation that indicates that the person presenting this documentation is in possession of a noncommercial aircraft.

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## C8. ENVIRONMENTAL Program

### Enclosure 18 - Selected Key Definitions - Labeling Rule

1. **Class I substance.** Any substance designated as class I in 40 CFR part 82, Appendix A to subpart A, including chlorofluorocarbons, halons, carbon tetrachloride and methyl chloroform and any other substance so designated by the Agency at a later date (see Enclosure 2.)
2. **Class II substance.** Any substance designated as class II in 40 CFR part 82, appendix A to subpart A, including hydrochlorofluorocarbons and any other substance so designated by the Agency at a later date (see Enclosure 2.)
3. **Consumer.** A commercial or non-commercial purchaser of a product or container that has been introduced into interstate commerce.
4. **Container.** The immediate vessel in which a controlled substance is stored or transported.
5. **Container containing.** A container that physically holds a controlled substance within its structure that is intended to be transferred to another container, vessel or piece of equipment in order to realize its intended use.
6. **Controlled substance.** A class I or class II ozone-depleting substance (ODS).
7. **Distributor.** A person to whom a product is delivered or sold for purposed of subsequent resale, delivery or export.
8. **Export.** The transport of virgin, used, or recycled class I or class II substances or products manufactured or containing class I or class II substances from inside the United States or its territory to persons outside the Unites States or its territories, excluding United States military bases and ships for on-board use.
9. **Exporter.** The person who contracts to sell class I or class II substances or products manufactured with or containing class I or class II substances for export or transfer of such substances or products to his affiliate in another country.
10. **Interstate commerce.** The distribution or transportation of any product between one state, territory, possession or the District of Columbia, or the sale, use or manufacture of any product in more than one state, territory, possession or District of Columbia. The entry points from which a product is introduced into interstate commerce are the release of a product from the facility where manufactured, warehoused or sold or distributed.
11. **Manufactured with a controlled substance.** The manufacturer of the product itself used a controlled substance directly in the product's manufacturing but the product itself does not contain the controlled substance at the point of introduction into interstate commerce.
12. **Principal Display Panel (PDP).** The entire portion of the surface of a product, container or its outer packaging that is most likely to be displayed, shown, presented, or examined under customary conditions of retail sale. The area of the PDP is not limited to the portion of the surface covered with existing labeling; rather it includes the entire surface, excluding flanges, shoulders, handles, or necks.

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13. **Product.** An item or category of items manufactured from raw or recycled materials, or other products, which is used to perform a function or a task.
14. **Product containing.** A product including, but not limited to, containers, vessels, or pieces of equipment, that physically holds a controlled substance at the point of sale to the ultimate consumer which remains within the product.
15. **Promotional printed material.** Any informational or advertising material (including, but not limited to, written advertisements, brochures, circulars, desk references and fact sheets) that is prepared by the manufacturer for display or promotion concerning a product or container, and that does not accompany the product to the consumer.
16. **Retailer.** A person to whom a product is delivered or sold, if such delivery or sale is for purposes of sale or distribution in commerce to consumers who buy such product for purposes other than resale.
17. **Supplemental printed material.** Any informational material (including, but not limited to, package inserts, fact sheets, invoices, material safety data sheets (MSDS), procurement and specification sheets, or other material), which accompanies a product or container to the consumer at the time of purchase.
18. **Transform.** To use and entirely consume a class I or class II substance, except for trace quantities, by changing it into one or more substances not subject to this subpart in the manufacturing process of a product or chemical.
19. **Type size.** The actual height of the printed image of each capital letter as it appears on a warning label.
20. **Warning label.** The warning statement required by section 611 of the Act. The term warning statement shall be synonymous with warning label for purposes of this subpart.
21. **Wholesaler.** A person to whom a product is delivered or sold, if such delivery or sale is for the purposes of sale or distribution to retailers who buy such a product for purposes of resale.

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## **C8. ENVIRONMENTAL Program**

### **Enclosure 19 - Sample Warning Labels**

#### **WARNING: Contains**

---

a substance which harms  
public health and environment  
by destroying ozone  
in the upper atmosphere.

#### **WARNING: Contains**

---

a substance which harms  
public health and environment  
by destroying ozone  
in the upper atmosphere.

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**WARNING: Manufactured**  
**with**\_\_\_\_\_

a substance which harms  
public health and environment  
by destroying ozone  
in the upper atmosphere.

**WARNING: Manufactured**  
**with**\_\_\_\_\_

substance which harms  
public health and environment  
by destroying ozone  
in the upper atmosphere.

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## C8. ENVIRONMENTAL Program

### Enclosure 20 - Sample Certification Letter

DRMO-\_\_\_\_

SUBJECT: Confirmation Letter

This letter confirms that \_\_\_\_\_ has:  
Name of Employee

a. Satisfactorily completed the DRMS environmental and safety training courses as outlined in the current requirements in Section 2, Chapter 8, Personnel Training.

b. Reviewed the Host Spill Prevention, Control, and Countermeasure (SPCC) Plan and the Spill Contingency Plan (SCP) at the DRMO. The employee knows who the emergency coordinator is and what to do in a spill/emergency.

c. Been shown and is familiar with emergency equipment and systems within the employee's working facility.

d. The proper personal protective clothing and equipment to perform their assigned duties and functions in a safe and healthful manner so that they will not endanger themselves or other employees. The employee has been briefed on site-specific safety considerations and requirements.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of DRMO Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Position Title and  
Job Series

The provisions of this publication apply to all Remaining Government personnel at impacted, non-impacted and non-competed sites. This publication may be mandatory or advisory to the MEO, as stipulated in or modified by the Performance Work Statement.

## C8. ENVIRONMENTAL Program

### Enclosure 21 - PCBs - Listing of Names Used for PCBs By Manufacturers

#### DOMESTIC

| TRADE NAME       | MANUFACTURER               | COUNTRY |
|------------------|----------------------------|---------|
| Aroclor          | Monsanto                   | US      |
| Asbestol         | American Corporation       | US      |
| Askarel          | Generic Name <sup>4</sup>  | US      |
| Chlorextol       | Allis Chalmers             | US      |
| Diaclor          | Sangamo Electric           | US      |
| Dykanol          | Cornell Dubilier           | US      |
| Elemex           | McGraw Edison              | US      |
| Hyvol            | Aerovox                    | US      |
| Interteen        | Westinghouse Electric      | US      |
| No-Flamol        | Wagner Electric            | US      |
| Pyranol          | General Electric           | US      |
| Saf-T-Kuhl       | Kuhlman Electric           | US      |
| Pydraul, Skydrol | McDonald Douglas/Monsanto  | US      |
| E.E.C.           | Niagara Transformers       | US      |
| O.I.S.C.         | I.T.E. Circuit Breaker Co. | US      |
| Euoarel          | Unknown                    | US      |
| Mepolim          | Unknown                    | US      |
| Clorinol         | Unknown                    | US      |
| Therminol        | Monsanto                   | US      |
| Tyronol          | Unknown                    | US      |

#### FOREIGN

| TRADE NAME       | MANUFACTURER | COUNTRY |
|------------------|--------------|---------|
| Clophen          | Bayer        | Germany |
| D.K. and Fenclor | Caffaro      | Italy   |
| Kennechlor       | Mitsubishi   | Japan   |
| Phenoclor        | Prodelec     | France  |
| Pyralene         | Prodelec     | France  |
| Santotherm       | Mitsubishi   | Japan   |
| Ranechlor        | Konegafuchi  | Japan   |

<sup>4</sup> Generic Names used for insulating liquids in capacitors and transformers; may contain PCBs.

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## **C8. ENVIRONMENTAL Program**

### **Enclosure 22 - Emergency Response - For Releases of Hazardous Substances Into the Environment**

(DRMOs should coordinate with the host.)

#### **EPA National Response Center 1-800-424-8802**

##### **REGION I**

US EPA Emergency Response Branch  
90 Canal  
Boston, MA 02203

24 Hour Response  
Commercial: (617) 223-7265

##### **REGION II**

US EPA Emergency Response Branch  
2890 Woodbridge Ave.  
Edison, NJ 08837-3679

24 Hour Response  
Commercial: (908) 548-8730

##### **REGION III**

US EPA Emergency Response Branch  
841 Chestnut Street  
Philadelphia, PA 19107

24 Hour Response  
Commercial: (215) 566-3255

##### **REGION VII**

US EPA Emergency Response Branch  
726 Minnesota Ave.  
Kansas City, KS 66101-7050

24 Hour Response  
Commercial: (913) 281-0991

##### **REGION IV**

US EPA Emergency Response Branch  
345 Courtland Street, NE  
Atlanta, GA 30365

24 Hour Response  
Commercial: (404) 562-8700

##### **REGION V**

US EPA Emergency Response Branch  
536 South Clark Street  
Chicago, IL 60605

24 Hour Response  
Commercial: (312) 353-2315

##### **REGION VI**

US EPA Emergency Response Branch  
Fountain Plaza  
1445 Ross Ave  
Dallas, TX 75202-2733

24 Hour Response  
Commercial: (214) 665-2222

##### **REGION X**

US EPA Emergency Response Branch  
1200 Sixth Avenue  
Seattle, WA 98101

24 Hour Response  
Commercial: (206) 553-1263

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**REGION VIII**

US EPA Emergency Response Branch  
999 18th Street  
Suite 500  
Denver, CO 80202-2466

24 Hour Response  
Commercial: (800) 227-8914

**REGION IX**

US EPA Emergency Response Branch  
75 Hawthorne Street  
San Francisco, CA 94105

24 Hour Response  
Commercial: (415) 744-1234

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## Enclosure 23 – SOP for the Review and Closeout of Hazardous Waste Items Which Have Not Received Final Disposal Information Within Contractual Timeframes

**New 2 May 2006**

### DRMS STANDARD OPERATING PROCEDURE

|   |                 |
|---|-----------------|
| Subject: <b>Standard Operating Procedures for the Review and Closeout of Hazardous Waste Items Which Have Not Received Final Disposal Information Within Contractual Timeframes</b> | Date Revised:   |
| Reference (DRMS-I or One Book Chapter): DRMS-I 4160.14, Section 2, Chapter 8.   | Issuing Office: |

| Responsibility                                | Step | Action  |
|---|------|---|
| DRMS-PH                                       | 1    | Contracting Officer documents attempts to obtain final disposal information from the Disposal Contractor per Contracting procedures. (Delivery order file shall include documentation of attempted contacts, e.g. email from contractor, statement on letterhead).  |
| DRMS-BCE                                      | 2    | Contracting Officer provides memorandum that no further information is available and requests a risk-assessment of outstanding items (most contracts state 270 days from delivery order date) from DRMS-BCE. (see example 1)  |
| DRMS-PH                                       | 3    | Environmental Protection Specialist reviews memorandum and attached delivery order information with published guidance, determines either High risk or Low risk status, and, depending on property characteristics, recommends review by DRMS-BCD (Demil required items), DES (Third Party risk or Safety risk), or DRMS-G (Legal action) with recommendations back to DRMS-PH. (see example 2) |
| DRMS-PH                                       | 4    | Contracting Officer coordinates reviews with additional offices of interest as recommended, suspenses responses, and maintains documentation. (see example 3). If low risk is determined at step 3, document closure decision in delivery order file and proceed to step 9.   |
| DRMS-BCD, G, DES<br>(as requested)<br>DRMS-PH | 5    | Action officers review delivery order documentation and recommend additional action to DRMS-PH based on risk.   |
| DRMS-PH                                       | 6    | If closure without further investigation is recommended at step 5, document decision in delivery order file and proceed to step 9. If additional investigation is recommended at step 5, Contracting Officer forwards documentation to DRMS-Q for possible referral to law enforcement through DCIA at step 7.  |
| DRMS-Q  | 7    | DRMS-Q reviews documentation from step 6 and either returns with recommendation for closure (proceed to step 9) or makes formal recommendation to DRMS-D for DCIA investigation (step 8).   |
| DRMS-D  | 8    | Director, or designee, requests DCIA investigation. At completion of DRMS actions, forwards documentation to Contracting Officer to file in delivery order file and proceed to step 9   |
| DRMS-PH                                       | 9    | Contracting Officer completes documentation of closure decision in delivery order file and forwards to DRMS-BCE for closure tracking in BOSS with coding appropriate to high or low risk designation. (example 4)   |
| DRMS-BCE                                      | 10   | Manifest tracker enters disposal audit trail in BOSS as directed in step 9, documents completion of BOSS entry and returns file to DRMS-PH (step 11).   |
| DRMS-PH                                       | 11   | Contracting Officer closes out Delivery Order file per routine closeout procedures. If additional information is obtained from investigation or other sources, forwards to all parties for consideration (step 4) as appropriate. Forwards updated information to DRMS-BCE to correct tracking (step 9), if appropriate.  |

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**Enclosure 23 - SOP for the Review and Closeout of Hazardous Waste Items Which  
Have Not Received Final Disposal Information Within Contractual Timeframes**  
**New 2 May 2006**

**Attachment 1 – Memo for DRMS-BCE**

DRMS-PH\_

//Date//

MEMORANDUM FOR DRMS-BCE

SUBJECT: Contract SP4400-\_\_\_\_-D-\_\_\_\_-\_\_\_\_\_  
Request for Risk-Assessment and Disposition Recommendations for Items Which  
Have Not Received Final Disposal Information

1. The Contracting Officer certifies that all reasonable efforts have been made to recover final tracking documentation for the items listed in Attachment 1, and the necessary information has not been obtainable to date.

\_\_\_ The contractor claims to be unable to provide final tracking documentation.

\_\_\_ The contractor is no longer in business and the contract has not been novated or is otherwise being performed by another firm.

\_\_\_ The contract is inactive, the contractor has ceased the submission of further final tracking documentation, holds no other DRMS contract nor are they pursuing DRMS contracts.

\_\_\_ Other (specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Request your office conduct a risk-assessment per the standard operating procedures.

DATE TO BCE: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Contracting Officer)  
Contracting Officer

cc:

Attachments

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**Enclosure 23 - SOP for the Review and Closeout of Hazardous Waste Items Which Have Not Received Final Disposal Information Within Contractual Timeframes**

**New 2 May 2006**

**Attachment 2 – Memo for DRMS-PH**

DRMS-BCE

//Date//

**MEMORANDUM FOR DRMS-PH**

**SUBJECT:** Contract SP4400-\_\_\_\_-D-\_\_\_\_-\_\_\_\_\_  
Risk-Assessment and Disposition Recommendations for Items Which Have Not Received Final Disposal Information

1. Per your request, DRMS-BCE conducted a review of the items listed at Attachment 1 and referenced below, and recommends the following actions, based upon the guidance at Attachment 2:

**High-Risk Items:** CLINs 0003, 0005, 0007 (demil-item), 15, 16, and 17 (demil-item).

**Recommended Actions:**

- (1) Forward to DRMS-Q, DRMS-G, DES-BC and (if Demil-item) DRMS-BCD, for review, comment, and recommendations.
- (2) Upon receipt of reviewing office's recommendations, take appropriate actions.
- (3) With approval from the contracting officer, forward to Manifest Trackers for BOSS DMF input using special handling code "XYZ".
- (4) Change to actual handling code, if and when final disposal information is received.

**Low-Risk Items:** CLINs 0001, 0002, 0004, 0006, 0008, 0009, 0010, 0011, and 0014.

**Recommended Actions:**

- (1) With approval from contracting officer, forward to Manifest Trackers for BOSS DMF input using special handling code "XXX".
- (2) Change to actual handling code, if and when final disposal information is received.

/signed/  
DRMS-BCE

cc:  
Attachments

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**Enclosure 23 - SOP for the Review and Closeout of Hazardous Waste Items Which Have Not Received Final Disposal Information Within Contractual Timeframes**

**New 2 May 2006**

**Attachment 3 – Memo for DRMS-Q,G,BCD (if DEMIL item) and DES-BC**

DRMS-PH\_

//Date//

MEMORANDUM FOR DRMS-Q, G, BCD (if Demil-item), and DES-BC

SUBJECT: Contract SP4400-\_\_\_\_-D-\_\_\_\_-\_\_\_\_\_  
Request for Risk-Assessment and Disposition Recommendations for Items Which Have Not Received Final Disposal Information

1. The Contracting Officer certifies that all reasonable efforts have been made to recover final tracking documentation for the items listed in Attachment 1, and the necessary information has not been obtainable to date.

\_\_\_ The contractor claims to be unable to provide final tracking documentation.

\_\_\_ The contractor is no longer in business and the contract has not been novated or is otherwise being performed by another firm.

\_\_\_ The contract is inactive, the contractor has ceased the submission of further final tracking documentation, holds no other DRMS contract nor are they pursuing DRMS contracts.

\_\_\_ Other (specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. DRMS-BCE has reviewed the items listed in Attachment 1 and has determined these items to be of high risk.

3. Request your office review, comment and make recommendations per the standard operating procedures.

\_\_\_\_\_  
(Signature of Contracting Officer)  
Contracting Officer

cc:

Attachments

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**Enclosure 23 - SOP for the Review and Closeout of Hazardous Waste Items Which  
Have Not Received Final Disposal Information Within Contractual Timeframes**

**New 2 May 2006**

**Attachment 4 – Memorandum for Record**

DRMS-PH\_

//Date//

**MEMORANDUM FOR RECORD**

SUBJECT: Contract SP4400-\_\_\_\_-D-\_\_\_\_-\_\_\_\_\_  
Disposal Input to Close Open Line Items

1. The Contracting Officer certifies that all reasonable efforts have been made to recover final tracking documentation for the items listed at the Attachment, and the necessary information has been unobtainable to date, due to the following:

\_\_\_ The contractor claims to be unable to provide final tracking documentation.

\_\_\_ The contractor is no longer in business and the contract has not been novated or is otherwise being performed by another firm.

\_\_\_ The contract is inactive, the contractor has ceased the submission of further final tracking documentation, holds no other DRMS contract nor are they pursuing DRMS contracts.

\_\_\_ Other (specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. In accordance with established procedures, the items were referred to the appropriate offices for further investigation based upon a risk-assessment performed by DRMS-BCE.

3. Based upon Contracting Officer's recommendation, the listed items are being closed in BOSS using the "XXX" or "XYZ" special disposal handling codes, in accordance with published guidance. Supporting documentation is attached for inclusion into the official contract file.

4. If, after further investigation, the actual disposal information is ascertained, the information will be entered into BOSS in place of the special codes, and the circumstances will be noted in the "Remarks" field in each BOSS record.

DATE TO BCE:\_\_\_\_\_

\_\_\_\_\_  
(Signature of Contracting Officer)  
Contracting Officer

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